



Snohomish School District #201  
Capital Outlay Barcode Assignment Form

Item Description (be specific)	_____
Manufacturer	_____
Model Number	_____
Serial Number	_____
Location/ Department	_____
Room# (on bar-code in upper door jam)	_____
Room Description (commonly used)	_____
Fund: (circle one)	General / Cap. Proj. / ASB / Transp. Veh.
Funding Code (Grant program name & #)	_____
Purchase Order #	_____
Purchase Date	_____
Vendor Name	_____
Donation or Reimbursement Information	_____
(donor or employee name and purchase price)	_____
Signature _____	Date _____

When form is initiated by the Inventory Control Technician (ICT), school or department must:

Immediately affix the Bar-Code ID tag to the equipment described above. Complete the information requested and return to the Inventory Control Technical (ICT) in Accounting within 5 business days. For questions call (360) 563-7242

When form is initiated by the school or department for items received other than by Purchase Order (examples are items received by donation or through employee reimbursement), school or department must:

Completely fill out the above information and send to the Inventory Control Technician (ICT) in Accounting to issue a bar-code tag.

For Accounting Use Only

Barcode Tag #: \_\_\_\_\_

Date Issued: \_\_\_\_\_