INVENTORY DISCREPENCY REPORT (IDR)

SCHOOL OR FACILITY_____

BARCODE_____ITEM_____

ASSIGNED TO _____ROOM #_____

_____ <u>NOT FOUND</u>: PROVIDE AN EXPLANATION AS TO WHY THIS ITEM IS MISSING, INCLUDING STEPS TAKEN TO RECOVER THIS ITEM.

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PRINCIPAL'S SIGNATURE **DATE**

DIRECTOR'S ACTION

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_____ _____
DIRECTOR'S SIGNATURE **DATE**