

THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA
REPORT OF PREVIOUSLY LOST PROPERTY RECORD ITEM(S) FOUND DURING THIS YEAR'S INVENTORY

PROPERTY RECORD #	SERIAL #	DESCRIPTION OF ITEM	"FOUND" LOCATION BLDG. / ROOM #

I certify that the above property items were found at the time of our Annual Inventory for fiscal year _____.

I understand the item(s) will be placed back on my property inventory as ACTIVE – **(AC)**.

 Administrator Signature Facility # / Facility Name Date

 Inventory Control Clerk Signature Facility Date

FOR PROPERTY RECORDS USE ONLY
Date transaction entered into the Computer System: _____
Date copy of transaction returned to Facility: _____
_____ Property Records Technician Signature

Original: Property Records Technician
 Copy: Facility

FC-220-2344
 (Rev. 08/11/08)