Needham Public Schools
New Inventory Purchases

School or Department: _____ Contact Name: _____ Date: _____

Itemize below items to be added to the NPS Inventory database: (photocopy sheet as needed):

QTY	Category	Description	NPS Inventory #	Date of purchase	NPS PO#	Vendor	Location (Rm #) of new item	Purchase price

School/Department Head Signature: _____ Date: _____

Please send form to Business Office.