PINELLAS COUNTY SCHOOLS

ITEMS OF VALUE

Instructions: The school must maintain a record of all items of value received or purchased by the school and disbursed or held for disbursement. Examples would include gift certificates, gift cards, tickets or other items in which record of disbursement/disposition functions as an internal control. This form is to be maintained on a perpetual basis.

SCHOOL NAME: _____

DESCRIPTION OF ITEM	DATE ACQUIRED	VENDOR	VALUE	DISPOSITION/SIGNATURE OF RECIPIENT
			$	