EDUCATIONAL SUPPLIES INVENTORY REPORT FORM

Center: _____   **Date:** _____

Completed by: _____   **Role in the Program:** _____   **Room:** _____

A. Educational Materials

No.	Item Name/ Description	Beginning Quantity	Ending Quantity	Condition
1				○ Good ○ Complete ○ Damage
2				○ Good ○ Complete ○ Damage
3				○ Good ○ Complete ○ Damage
4				○ Good ○ Complete ○ Damage
5				○ Good ○ Complete ○ Damage
6				○ Good ○ Complete ○ Damage
7				○ Good ○ Complete ○ Damage
8				○ Good ○ Complete ○ Damage

9				o Good o Complete o Damage
10				o Good o Complete o Damage
11				o Good o Complete o Damage
12				o Good o Complete o Damage
13				o Good o Complete o Damage
14				o Good o Complete o Damage
15				o Good o Complete o Damage
16				o Good o Complete o Damage
17				o Good o Complete o Damage
18				o Good o Complete o Damage
19				o Good o Complete o Damage
20				o Good o Complete o Damage

B. Equipment

No.	Item Name/ Description	Beginning Quantity	Ending Quantity	Condition
1				o Good o Complete o Damage
2				o Good o Complete o Damage
3				o Good o Complete o Damage
4				o Good o Complete o Damage
5				o Good o Complete o Damage

C. Books

No.	Item Name/ Description	Beginning Quantity	Ending Quantity	Condition
1				○ Good ○ Complete ○ Damage
2				○ Good ○ Complete ○ Damage
3				○ Good ○ Complete ○ Damage
4				○ Good ○ Complete ○ Damage
5				○ Good ○ Complete ○ Damage

D. Teacher Resource

No.	Item Name/ Description	Beginning Quantity	Ending Quantity	Condition
1				o Good o Complete o Damage
2				o Good o Complete o Damage
3				o Good o Complete o Damage
4				o Good o Complete o Damage
5				o Good o Complete o Damage

Report Form: For submission, kindly follow instruction below when filling out your report.
1. **Report is typed.**
2. **Report is for each room that is equipped with distributed items.**
3. **All latest supplies issued are included.**
4. **Attached pictures of all reported damaged and/ or incomplete items.**
5. **If applicable, additional page is added with continued number of each item and each section is attached.**

Reviewed by:	
Date	
Signature	