

Dear Media Specialist:

Please provide a count of the following list of audio-visual equipment (and library book count) in order to help with our inventory. No other information is required. These items generally fall below the capitalization threshold of the district. They are also assets which many times may be hidden away in cabinets in the classrooms or may move about on a daily basis. Thank you for your help and cooperation.

SCHOOL NAME:

IDEA Code (Internal Use)	Item	Quantity	Average Date of Purchase
55001	#of Library Books, "Avg. Purchase Date Required"		
45102	Boombox		
45141	Cassette player/recorder, small		
45142	Cassette player/recorder, heavy duty		
45133	Filmstrip projector, without sound		
45134	Filmstrip projector, with sound		
45112	Filmstrip viewer		
45115	Language master		
45128	Laserdisk player		
45136	Opaque projector		
45137	Overhead projector		
45127	DVD player		
45132	16MM projector		
45129	Record player		
45145	Screen, wall, mountable		
45144	Screen with tripod		
45138	Slide projectors		
45155	TV, 25-27"		
45154	TV, 13-20"		
45167	VCR		
45162	VCP (Video Cassette Player)		
38103	TV/VCR Wall Mount		
38177	TV Cart		
38170	A/V Cart		