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Generate the Campus Room Inventory Reports and provide them to staff so that they can verify the location and account for the various items.

Best Practice: It is recommended to generate the report in May prior to the end of the school year. Employees can make changes in red ink, sign the report, and then return it to the appropriate department/person allowing them to make the necessary changes in Asset Management. Possible changes may include items moving locations or being sold, broken, or deleted.