SUMMARY REPORT

OFFICE OR DEPARTMENT OF _____ COUNTY OF _____

I hereby certify that the following report, is a true and complete summary of all tools, apparatus, machinery and equipment, the original cost, or purchase price, of which exceeds $500.00 acquired by purchase or held for use under a lease or rental contract or disposed of during the accounting period beginning _____, 20_____ and ending _____, 20___, together with balances on hand at the beginning and end of the accounting period.

Dated and signed this _____ day of _____ 20_____

_____ Reporting Officer or Employee

_____ Title

S. A. & I. 3512 (2007)

	Code No.	Name or Description of Tools Apparatus, Machinery and Equipment	Reported on hand last Report			Acquired During Accounting Period			Disposed of During Accounting Period			Balance on Hand End of Accounting Period		
			No. of Items	Original or Est. Cost		No. of Items	Cost or Purchase Price		No. of Items	Original or Est. Cost		No. of Items	Original or Est. Cost	
		GRAND TOTALS OR TOTALS FORWARD												