

INFORMATION CHECK SHEET

Fill out each that is appropriate

Send to Karen Goocey at Media Services along with Attached Lists* for new orders

OR

Add it inside the box of items for which original cataloging is requested (From Schools)

School: _____

Date: _____

PO Number: _____

Vendor: _____

Category-Year ** (Check One)

Funding: _____

Munis Books 07-08 _____

Munis AV 07-08 _____

School P.O. 07-08 _____

Items added 07-08 _____

AR order _____

RC order _____

*Librarian list in alphabetical/author order-Please ☺

**Add new categories (year) after completing inventory-Thank you! ☺

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