Notification of Change in Inventory

Please fill out this form & route it to the appropriate Chair for their signature. It will also need to be signed by the Receiving Department.

Notifying Department: ___________________________________________ Date: _______________________
Dept # __________ Name: __________________________ Phone: __________________________
Description of Article: _______________________________________________________________________
Inventory Number (if applicable): __________________________ Location: __________________________

Department Chair/Head Signature ________________________________________________________________

Please check item and complete as required:

1. Relocated within department: From: __________________________ To: __________________________

2. Transferred to: Dept Name ___________ Building ___________ Room ___________

Receiving Signature: __________________________ Dept # __________ Date: ______________

3. No longer usable, have authorization to transfer or dispose of properly.

FOR OFFICE USE ONLY:

Original Cost $________________ original property purchase: fund # __________ dept # ________

salvaged to ___________ sold to ___________ traded to ___________ allowance: $_

voucher/po # __________________________ authorized by __________________________ date __________

original to Plant Services
keep a copy in the originating department
keep a copy in the relocation department