

# PROPERTY INVENTORY CONTROL

<p style="text-align: center;">( 1 )</p> <p>Complete this section on initial Inventory only.</p>	<p>Inventory Tag Number _____</p> <p>Description of Property _____</p> <hr/> <p>Serial Number _____</p> <p>Source Code _____ Cost _____ Cost Code _____</p> <p>Purchase Date _____ Unit _____ Room _____</p> <p>Agency _____ Grant _____ Claim Number _____</p> <p>Claim Year _____ Class Funding _____ Department _____</p> <p>Purchase Order Number _____</p> <p>Signature _____ Date _____</p>
<p style="text-align: center;">( 2 )</p> <p>Complete this section when property is being transferred</p>	<p>Inventory Tag Number _____</p> <p>Transferring Unit _____ Receiving Unit _____</p> <p>Signature _____ Date _____</p>
<p style="text-align: center;">( 3 )</p> <p>Complete this section when property is received from another facility/district/unit.</p>	<p>Inventory Tag Number _____</p> <p>Receiving Unit _____ Room _____</p> <p>Signature _____ Date _____</p>
<p style="text-align: center;">( 4 )</p> <p>Complete this section on disposition of equipment.</p> <p>Reason:</p>	<p>Inventory Tag Number _____</p> <p>Unit Number _____ Disposition Code _____</p> <p>Disposition Date _____</p> <p>Signature _____ Date _____</p> <p style="text-align: right;">Date _____</p> <p>Signature of Facility/District/Unit Head *</p> <p style="font-size: small;">* Facility/District/Unit head signature will be required on disposition: 04, 06, 16, 17, 18 and 20.</p>

Distribution: White -- Department ICO  
 Canary -- Department ICO  
 Pink -- Unit ICO  
 Goldenrod -- Unit ICO