CHANGE IN INVENTORY STATUS

TRINITY VALLEY COMMUNITY COLLEGE

PLEASE MAKE THE FOLLOWING CHANGES ON THE FIXED ASSET INVENTORY:

T.V.C.C. INVENTORY TAG #: _____ CAMPUS _____

DESCRIPTION _____ PURCHASE PRICE: $ _____

CURRENT LOCATION: BUILDING _____ ROOM _____

PLEASE CHECK THE APPROPRIATE BOX:

NEW LOCATION: BUILDING _____ ROOM _____

☐ STOLEN, REMOVED FROM INVENTORY

☐ LOANED TO _____

☐ DESTROYED _____

☐ DONATED TO _____

☐ SOLD FOR $ _____

COMMENTS _____

_____ _____
VICE PRESIDENT/DIRECTOR/DEAN/CHAIR DATE

_____ _____
INVENTORY CONTROL OFFICE DATE

_____ _____
DEAN OF PHYSICAL FACILITIES DATE

_____ _____
BUSINESS OFFICE DATE

White - Business Office Canary - Purchasing Pink - Inventory Control Goldenrod - File copy