North Central Ohio Educational Service Center

Inventory Change Report Form-Transfer or Disposal

This report must be completes every time an inventory change is made.

It is the responsibility of the person originating the change to complete the necessary paperwork. Please use the Inventory Addition form for new items being added to the inventory.

_Transfer of inventory item:

Description of ite	m:			
	Brand name	model	serial number	asset tag #
From:		· · · · · · · · · · · · · · · · · · ·		
Building		Room #	Responsible person	
То:				
To: Building		Room#	Responsible person	
****	*****	******	<****	****
Disposal of inventory item:				
Description of ite	m:			
	Brand name	model	serial number	asset tag #
г				
Building		Room #	Responsible person	
Method of dispo	sal:			
junkeds	tolenlost	sold	donated	used for parts
Additional inform	nation on dispo	sal:		
*****	*****	******	*****	*****
Signature:	e:Date:			
Please complete and return form to Stephanie Brown within 10 days of				

the physical transfer of an inventory item.