

INVENTORY CHANGE NOTIFICATION

The following information must be provided to the Auditor's Office each time an inventory item is removed from your office or department. All items that have been inventoried for you office or department must be available for a physical inventory.

OFFICE REQUESTING CHANGE: _____

ITEM BEING CHANGED:

TYPE OF ITEM: _____

DESCRIPTION: _____
(Size, Color, Etc.)

Additional Information:

Brand Name: _____

Model: _____

Serial Number: _____

INVENTORY TAG #: _____

TYPE OF CHANGE (Put an "X" in box)

**TRANSFERRED TO
ANOTHER OFFICE**

**PLACED IN STORAGE
STILL WORKS (SURPLUS)**

**PLACED IN STORAGE
DOESN'T WORK
(SALVAGE)**

Transferred To: _____
(Name of Office Transferred To or Location of Storage)

Date Transferred: _____

Signed By: _____