WESTERN ILLINOIS UNIVERSITY

Inventory Change Report

Please prepare this form to report any change in your equipment, except regular purchases. Send to Property Control, Sherman Hall 216.

	Department	Building and Room Number	Location Code #
TO:	_____	_____	_____
FROM:	_____	_____	_____

1. **ADD TO INVENTORY**
   - ☐ **Acquired as gift from:** _____
   - ☐ **Omitted from previous listing, though in our possession.**

2. **DELETE FROM INVENTORY**
   - ☐ **Missing**
   - ☐ **Stolen (Report to Office of Public Safety immediately in addition to preparing this report.)**
   - ☐ **Surplus**
   - ☐ **Other (Please Explain)** _____

3. **REQUEST FOR DISPOSAL- (Please also submit a Service Request to Property Control identifying the equipment and its location)**
   - ☐ **Damaged, broken, or worn out**

4. **TRANSFER OF EQUIPMENT- (Please also submit a Service Request to Property Control identifying the equipment, its location, and the location it is to be moved to.)**
   - ☐ **Permanent transfer (Equipment items should not be moved to a different location outside your area without completing this form.)**

Tag No.	Description	Purchase Date	Purchase Price

Released By: _____ **Date:** _____

Received By: _____ **Date:** _____

Clear Form