

WESTERN ILLINOIS UNIVERSITY

Inventory Change Report

Please prepare this form to report any change in your equipment, except regular purchases. Send to Property Accounting and Redistribution Center (PARC).

Department

Building and Room Number

Custodian #

FROM: _____

TO: _____

1. ADD TO INVENTORY

____ Acquired as gift from: _____

____ Omitted from previous listing, though in our possession.

2. MISSING – Please contact Property Accounting at 298-3118 for further instructions.

3. DELETE FROM INVENTORY

____ Stolen (Report to Office of Public Safety immediately in addition to preparing this report.)

____ Surplus (Please also submit a Service Request to PARC identifying the equipment and its location)

____ Other (Please Explain)

4. REQUEST FOR DISPOSAL- (Please also submit a Service Request to PARC identifying the equipment and its location)

____ Damaged, broken, or worn out

5. TRANSFER OF EQUIPMENT- (Please also submit a Service Request to PARC 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.)

6. Requested on Sprocket Number(s):

Tag No.	Description	Purchase Date	Purchase Price

Released By: _____ Date: _____
Printed Name Signature

Received By: _____ Date: _____
Printed Name Signature