

# WESTERN ILLINOIS UNIVERSITY

## Inventory Change Report

Please prepare this form to report any change in your equipment, except regular purchases. Send completed, signed form through campus mail to Property Accounting and Redistribution Center (PARC) or scan and email to [parc-g@wiu.edu](mailto:parc-g@wiu.edu).

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