NEW RIVER COMMUNITY COLLEGE

INVENTORY REPORT FORM

<table>
<thead>
<tr>
<th>NRCC INVENTORY NUMBER</th>
<th>Description</th>
<th>Quantity</th>
<th>Serial Number</th>
<th>Location of Item</th>
</tr>
</thead>
</table>

Check Appropriate Space(s)

- _____ Lost/Stolen: Date Item Determined Missing: __________________________
  Reported To: __________________________

- _____ Surplus: Model #
  Condition: ___ New ___ Good ___ Fair ___ Poor ___ Junk ___ Cannibalized
  Reason: ___ Obsolete ___ Broken (not repairable or uneconomical to repair)
  ___ Other __________________________

- _____ Transferred: From: Room _____ Bldg. _____ To: Room _____ Bldg. _____
  (In-house)

- _____ Transferred to Another State Agency: Agency Name: __________________

- _____ Trade In: On: __________________

Initiated By __________________ Date __________ Division Dean __________________ Date __________

VP for Finance & Technology __________________ Date __________

RETURN TO INVENTORY CLERK AFTER COMPLETION