NEW RIVER COMMUNITY COLLEGE

INVENTORY REPORT FORM

NRCC INVENTORY NUMBER

DESCRIPTION

QUANTITY SERIAL NUMBER

LOCATION OF ITEM

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. _______

(Indoor)

_____ Transferred to Another State Agency: Agency Name: _______________________

Used As

_____ Trade In: On: ____________________________________________________________

Initiated By Date Division Dean Date

VP for Finance & Technology Date

RETURN TO INVENTORY CLERK AFTER COMPLETION