

# Inventory Form

Delete

Relocate

Addition

Property Number: \_\_\_\_\_ (*Admin use only*)

Description: \_\_\_\_\_

Model Number: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Retired/Relocated Date: \_\_\_\_\_

Item to be **LOCATED**:

Building: \_\_\_\_\_ Room \_\_\_\_\_

Item to be **DELETED** from:

Building: \_\_\_\_\_ Room \_\_\_\_\_

Reason for relocation or deletion: \_\_\_\_\_

*Permission must be given before any item is moved or disposed.*

**Return this approved form to the administration office.**