

## **INVENTORY CONTROL FORM FOR NEW EQUIPMENT**

### **INSTRUCTIONS**

The Business Office maintains an equipment inventory database for all fixed assets valued at \$1000 and above. Please use this form to notify the Business Office of the purchase of new equipment that meets this criterion.

Please complete Section One.

Use one form per item.

Return with Pink Copy of Purchase Order to:

**Accounts Payable, Administration Building**

Alternatively, Return Form directly to: **Research Assistant, BRMS East Offices (EXT. 1055)**

Retain a copy for your records, if needed.

**\*\*\* PLEASE NOTE YOU MUST RETURN THIS FORM WITH THE PAYMENT AUTHORIZATION. IF YOU DO NOT, WE CANNOT PAY FOR THE ITEM.\*\*\***

### **SECTION ONE**

#### **TO REPORT ADDITION OF NEW EQUIPMENT**

**(Item must be over \$1000 and use "200" or "202" budget code)**

PO# \_\_\_\_\_

School/Department: \_\_\_\_\_

Location of Item: \_\_\_\_\_

Equipment Description: \_\_\_\_\_ (Ex. Laptop, Printer)

Make & Model #: \_\_\_\_\_

Serial #: \_\_\_\_\_

Cost: \_\_\_\_\_

\_\_\_\_\_  
Signature of Contact Person

\_\_\_\_\_  
Ext.#

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY:**

VFACS Tag # \_\_\_\_\_

Item Tagged: \_\_\_\_\_ Date: \_\_\_\_\_