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
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)

School/Department: _________________________________________
Location of Item: ___________________________________________
Equipment Description: _________________________________ (Ex. Laptop, Printer)
Make & Model #: _______________________________________
Serial #: ______________________________________________
Cost: ________________________________________________

_________________  __________________
Signature of Supervisor or Principal    Date

FOR OFFICE USE ONLY:
VFACS Tag # _________________________________________
Item Tagged: _____________ Date: _______________________