

Inventory Update Form

Department of Chemistry

Please use this form to report the relocation, transfer, or loss of inventoried equipment. To surplus an item use the "Surplus Property Report Form", not this form.

VPI&SU Inventory Decal Number: _____ Date: _____

Description: _____

Manufacturer: _____

Model #: _____ Serial #: _____

Responsible faculty/staff: _____

Relocation or transfer (change responsible person) of item

Within Chemistry

Moved from bldg/room: _____

Moved to bldg/room: _____

Newly responsible faculty/staff (if applicable): _____

To another department

Department name: _____ Contact: _____

Additional comments: _____

Loss of item

_____ Destroyed _____ Traded-in _____ Other

_____ Cannibalized _____ Scrapped

_____ Lost/stolen – if STOLEN, date stolen: _____

Explanation: _____

Report Submitted by: _____

(print name and sign)

Department use only:

Banner (FZATRAN) update: ___ / ___ / _____ By: _____