

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. _____
(In-house)

_____ **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