

## PROPERTY INVENTORY CONTROL

<p style="text-align: center;">(1)</p> <p>Complete this section on initial inventory only.</p>	<p>Inventory Tag Number: _____</p> <p>Description of Property: _____</p> <p>_____</p> <p>_____</p> <p>Serial Number: _____</p> <p>Source Code: _____ Cost: _____ Cost Code: _____</p> <p>Purchase Date: _____ Unit: _____ Room: _____</p> <p>Agency: <u>13100</u> Grant: _____ Claim Number: _____</p> <p>Claim Year: _____ Class Funding: _____ Department: _____</p> <p>Purchase Order Number: _____</p> <p>Signature: _____ Date: _____</p>
<p style="text-align: center;">(2)</p> <p>Complete this section when property is being transferred to another facility/unit.</p>	<p>Inventory Tag Number: _____</p> <p>Transferring Unit: _____ Receiving Unit: _____</p> <p>Signature: _____ Date: _____</p>
<p style="text-align: center;">(3)</p> <p>Complete this section when property is received from another facility/unit.</p>	<p>Inventory Tag Number: _____</p> <p>Receiving Unit: _____ Room: _____</p> <p>Signature: _____ Date: _____</p>
<p style="text-align: center;">(4)</p> <p>Complete this section on disposition of property.</p>	<p>Inventory Tag Number: _____</p> <p>Unit Number: _____ Disposition Code: _____</p> <p>Disposition Date: _____</p> <p>Signature: _____ Date: _____</p> <p>_____</p> <p>Signature*: _____ Date: _____</p> <p>_____</p> <p><small>*Facility/Unit Head/Administrator signature will be required on disposition: 04, 06, 16, 17, 18, and 20.</small></p>

**Distribution:**

White – Agency PCO  
 Canary – Agency PCO  
 Pink -- Unit ICO  
 Goldenrod -- Unit ICO