**SOUTHERN LOCAL - EQUIPMENT INVENTORY OFFICE**

# INVENTORY CHANGE WORKSHEET

Department: _____

Prepared By: _____ Phone #: _____

Date: _____

| TAG NO. | ADD/ DISP CODE | BUILDING NAME | ROOM NO. | DESCRIPTION OF ITEM | ORIGINAL COST | MANUFACTURER'S SERIAL NO. | P.O. NO. | EMPLOYEE NAME (WHO ASSET IS ASSIGNED TO) | MISC |
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ADD/DISP CODES:

(1) Addition
(2) Change/Correction

Disposition Codes:

(3) Other - Explain in Misc. or on attached sheet
(4) Sold - Explain in Misc. or on attached sheet
(5) Destroyed - Explain in Misc. or on attached sheet
(6) Transferred - Name new department in Misc.
(7) Scrapped
(8) Traded In - Indicate PO #
(9) Stolen
(10) Lost
(11) Transferred to Other Institution - Explain in Misc. or on attached sheet
(12) Reinstate

Approved: _____ Principal
Signature or Administrative Officer