



INVENTORY CONTROL FORM B

(ALL PROPERTY EXCEPT COMPUTER & A/V EQUIPMENTS)

This form is used to request to permanently transfer, storage, or dispose all properties, which includes such things as **furniture, file cabinets, tables, and electrical appliances and equipments.**

1. Fill out Form including the FIT property barcode number.
2. Have the Department head sign form.
3. Attach a copy to the equipment.
4. Call Asset Management Department (7-4767 or 7-4765) to approve for removal (when necessary, E.H.S. Department approval would be required).
5. Submit Maintenance Work Order (with a copy of this form) to Buildings & Grounds for removal of the equipment.
6. Keep equipment in a secured location until Building & Grounds moves it.
7. Keep a copy of this form for your records.

Department Name / Number: _____ Contact Name: _____

Building: _____ Room No.: _____ Phone #: 7- _____ Date: _____

Type of Inventory Action (Check one box only)

- Transfer Equipment to another Campus Location
- Scrap Equipment for Disposal
- Surplus Equipment for Storage

FIT Property Barcode #	Description	Make	Model	Serial No.	From	To

Department Chair/Director Approval: _____ Date: _____