

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 & Administrative Services**

\_\_\_\_\_  
**Date**

**RETURN TO INVENTORY CLERK AFTER COMPLETION**