

INVENTORY CONTROL FORM

Must Fill Out Completely!!!!

Item: _____ **Asset Tag #:** _____
(item will **NOT** be moved without a tag #, if there is no tag #
forward form to MO BOCES, Norma Stehnach in CBO (361-5833)
to be assigned a tag)

Serial #: _____

Current Location (Building, Room#): _____

Person responsible for equipment: _____

To relocate an item: If you have a new location for this item fill out **section A** completely and send to MO BOCES, **Charlene Netzband in Building Services**.

OR

For unneeded equipment: If you do not want this equipment fill out **section B** completely and send to MO BOCES, **Norma Stehnach in CBO**.

Section A:

RELOCATION OF A USEABLE ITEM

New Location (Building, Room#):

Who should be contacted to arrange the relocation?

Name: _____

Phone: _____

Director's Signature: _____

Date: _____

Below section for Building Services ONLY:

Date Moved: _____

Moved By: _____

Section B:

UNNEEDED EQUIPMENT

- Still useable
- Needs repair, but useable
- Outdated, broken, not useable
- Condition of equipment (be specific):

If an item is unneeded, **do not move the item** to a different location until authorized to do so. Do not call the RIC to remove unneeded computer equipment.

Director's Signature: _____

Date: _____

For Trade-In/Bid Office ONLY:

PO #: _____

Bid#: _____

For inventory control use only:

- Swap Sheet: _____
- Excess-No Value: _____
- Tag Sale/Trailer: _____

- Board Approval Date: _____
- O & M: (*Authorization*) _____
- Other: _____