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INVENTORY UPDATE FORM FOR FIXED ASSET ACCOUNTING

USE THIS FORM TO REPORT ALL ACTIVITY OF INVENTORIED EQUIPMENT INCLUDING TRANSFERS, DISPOSALS AND RELOCATIONS
NOTE: SHADED SECTIONS MUST BE COMPLETED

DATE _____

VT BARCODE _____

DESCRIPTION _____

MANUFACTURER _____

MODEL # _____ SERIAL #/SERVICE TAG (DELL) _____

FORM COMPLETED BY (PLEASE PRINT) _____ PHONE # _____

EQUIPMENT TRANSFER

TRANSFERRED FROM DEPARTMENT (NAME & NUMBER) _____

DEPARTMENT APPROVAL (PLEASE PRINT) _____ SIGNATURE _____

TRANSFERRED TO DEPARTMENT (NAME & NUMBER) _____

DEPARTMENT APPROVAL (PLEASE PRINT) _____ SIGNATURE _____

NEW LOCATION - BUILDING _____ ROOM # _____

RESPONSIBLE PERSON _____ COMMENTS _____

EQUIPMENT DISPOSAL

_____ DESTROYED _____ TRADED-IN _____ LOST

_____ CANNIBALIZED _____ SCRAPPED _____ DATE OF DISPOSAL

_____ STOLEN **NOTE: IF EQUIPMENT IS STOLEN, DATE OF LOSS AND RISK MANAGEMENT VERIFICATION IS NEEDED*

_____ SURPLUSSED ***NOTE: PLEASE ATTACH COPY OF ORIGINAL SURPLUS REPORT FORM*

_____ **OTHER** _____

EQUIPMENT RELOCATION

NEW BUILDING _____ NEW ROOM # _____ RESPONSIBLE PERSON _____

PROPERTY CONTROL USE ONLY

USER ID _____ DATE PROCESSED _____

Invent the Future