INVENTORY CONTROL SHEET
TRANSFER/DISPOSAL SHEET

TAG NO. _____

Please check one and complete:

_____ **TRANSFER** DATE:_____

TRANSFER FROM: BLDG_____ ROOM_____
TRANSFER TO: BLDG_____ ROOM_____
APPROVED BY: _____

_____ **DISPOSED OF** DATE:_____

REASON:_____
APPROVED BY: _____

_____ **STOLEN** DATE:_____

REPORTED BY:_____
PLEASE PROVIDE DETAILS ON BACK

_____ **SOLD** DATE:_____

_____AUCTION _____OTHER
APPROVED BY:_____

_____ **OTHER**

PLEASE EXPLAIN:_____
_____
_____

FORM COMPLETED BY:_____DATE:_____