

TRANSFER INVENTORY FORM

YOUR NAME: _____

YOUR ROOM NUMBER: _____

LOCATION: _____

INVENTORY NUMBER: _____

DISCRIPTION OF ITEM: _____

TRANSFER TO: _____

DATE OF TRANSFER: _____

COMMENTS:

DISCARD INVENTORY FORM

YOUR NAME: _____

YOUR ROOM NUMBER: _____

LOCATION: _____

INVENTORY NUMBER: _____

DISCRIPTION OF ITEM: _____

REASON FOR DISCARD: _____

DATE OF DISCARD: _____

COMMENTS: