

INVENTORY CONTROL FORM DISPOSALS/MOVEMENT

INSTRUCTIONS

The Business Office maintains an equipment inventory database for all fixed assets valued at \$1000 and above. Please use this form to notify the Business Office of the desire to dispose of equipment or the movement of any equipment that meets this criterion.

Please complete the appropriate sections.

Use one form per item.

Return to: **Research Assistant, BRMS East Offices ext. 1055**

Retain a copy for your records, if needed.

**SECTION ONE
TO REPORT DESIRE TO DISPOSE OF EQUIPMENT**

School/Department: _____

Equipment Description: _____ (Ex. Laptop, Printer)

Tag #: _____ Serial #: _____

(Pittsford CSD Tag w/ Blue Line)

Make & Model #: _____

Condition of Equipment (check where applicable): Working _____ Repairable _____ Not repairable _____

Status of Equipment (check where applicable): Surplus _____ Obsolete _____

Signature of Supervisor or Principal

Date

**SECTION TWO
TO REPORT MOVEMENT OF EQUIPMENT**

School/Department: _____

Equipment Description:

Tag #: _____ Serial #: _____

(Pittsford CSD Tag w/ Blue Line)

Make & Model #: _____

Transferred from: _____ to _____
(Bldg & Room) (Bldg & Room)

Signature of Supervisor or Principal

Date

FOR OFFICE USE ONLY:

Disposed of: _____ Date: _____

Sold to: _____ Cost _____ Date: _____

Sent to BOCES: _____ Date: _____

VFACS Updated: _____ Date: _____