NEW RIVER COMMUNITY COLLEGE
INVENTORY REPORT FORM

NRCC INVENTORY TAG NUMBER: _____

DESCRIPTION: _____

QUANTITY: _____ **SERIAL NUMBER:** _____

LOCATION OF ITEM(S): _____

Check Appropriate Item:

_____ **New** Date Item Purchased: _____

Purchased with: ☐ State Funds ☐ ETF Funds ☐ Grant Funds ☐ Local Funds

_____ **Lost/Stolen:** Date Item Determined Missing: _____

Reported To: _____

_____ **Surplus:** Model # _____

Condition: ☐ New ☐ Good ☐ Fair ☐ Poor ☐ Junk ☐ Cannibalized

Reason: ☐ Obsolete ☐ Broken (not repairable or uneconomical to repair)

☐ Other _____

_____ **Transferred: (In-house)** **From:** Building _____ Room _____
To: Building _____ Room _____

_____ **Transferred to Another State Agency:** Agency Name: _____

_____ **Used as Trade In:** On: _____

_____ _____
Initiated By **Date** **Division Dean** **Date**

_____ _____
VP for Finance and Administrative Services **Date**

RETURN TO BUSINESS OFFICE AFTER COMPLETION