

NEW INVENTORY

USE THIS FORM WHEN AUDITOR'S OFFICE DOES NOT ISSUE A NEW TAG

DEPARTMENT NAME _____

DATE	DESCRIPTION OF ITEM	METHOD*	SERIAL NO	MODEL NO	COST	TAG #

SIGNATURE OF PERSON SUBMITTING REPORT

* METHODS:

1. PURCHASED
2. TRADE IN
3. DONATED
4. LEASED
5. TRANSFERRED IN

IF ITEM IS BEING TRANSFERRED FROM ANOTHER DEPARTMENT TO YOU, PLEASE LIST THAT DEPARTMENT'S NAME IN THE SERIAL NO COLUMN

**ATTACH PURCHASE INFORMATION FOR DOCUMENTATION PURPOSES