A Member of The Texas A&M University System

T E X A S A&M I N T E R N A T I O N A L U N I V E R S I T Y

PROPERTY INVENTORY DEPARTMENT

☞ (**Special Note:** **Inventory Change Request Form** is available in **Acrobat Reader Format.** Request by e-mailing at **elias@tamiu.edu** and it will be sent to you by e-mail. If using **Acrobat Reader Format** printout and send copies with the **Annual Inventory Verification Listing**)

INVENTORY CHANGES

Name:_____ **Department Name:**_____

Signature: x _____ **Date:**_____

(☞ **IN ORDER FOR ANY CHANGES TO BE MADE, A SIGNATURE IS REQUIRED**)

ACTION CODE: **A = ADDITIONS** (use this code only if you should have hardware equipment only that **IS / ARE** not on the Inventory Verification Listing)

C = CHANGE (use this code only if you should have hardware equipment only **WAS / WERE** moved to another location)

M = MISSING (use this code only if you should **NO LONGER** have any item(s) that **IS / ARE** on the Inventory Verification Listing)

INVENTORY NUMBER	DESCRIPTION	ACTION CODE	NEW LOCATION (use this section to enter the **Name of Department**, or **Room#** of where item(s) **WAS / WERE** moved to if using **ACTION CODE = C**)

(IF MORE ENTRIES ARE REQUIRED, GO TO SECOND PAGE)

(CONTINUATION OF DEPARTMENT NAME: _____)

ACTION CODE: **A** = **ADDITIONS** (use this code only if you should have hardware equipment only that **IS / ARE** not on the Inventory Verification Listing)

C = **CHANGE** (use this code only if you should have hardware equipment only **WAS / WERE** moved to another location)

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INVENTORY NUMBER	DESCRIPTION	ACTION CODE	NEW LOCATION (use this section to enter the **Name of Department**, or **Room#** of where item(s) **WAS / WERE** moved to if using **ACTION CODE = C**)