

**Brown University  
Inventory Control Form**

Complete this form to record any change made for any Brown property regardless of value; send to OSP (Box 1929). To surplus an asset please complete a Declaration of Surplus Form and send to Purchasing.

**I. THE FOLLOWING ITEM(S) ARE BEING REVISED**

ASSET TAG	ITEM DESCRIPTION	SERIAL NO.	LOCATION

(Use continuation of table or pages as needed)

**II. CHECK TO VERIFY THAT DATA ON DRIVES HAS BEEN WIPED (Must be checked)  Yes**

**III. PLEASE CHANGE THE EXISTING DATA INFORMATION**

ACTION: (Please check one)

A. \_\_\_\_\_ New description: \_\_\_\_\_

B. \_\_\_\_\_ New Serial Number: \_\_\_\_\_

C. \_\_\_\_\_ New Location: BUILDING: \_\_\_\_\_

ROOM NUMBER: \_\_\_\_\_

D. \_\_\_\_\_ New Condition (1)IN USE: \_\_\_\_\_

(5) NOT IN USE: \_\_\_\_\_

(8) UNLOCATED: \_\_\_\_\_

E. \_\_\_\_\_ Transfer: PERSON: \_\_\_\_\_

(Please send copy to purchasing) Please print name of new person responsible for item(s)

DEPARTMENT: \_\_\_\_\_

For any asset transferred to a new department, please have an authorized department representative sign below showing acceptance of the asset.

NEW DEPT SIGNATURE \_\_\_\_\_

Print authorized person name \_\_\_\_\_

Date \_\_\_\_\_

**IV. REVISIONS AUTHORIZATION**

Department signature \_\_\_\_\_

Date \_\_\_\_\_