



**INVENTORY CHANGE FORM
COLDWATER EXEMPTED VILLAGE SCHOOL**

NOTE: To maintain accurate records, this form must be completed by the person initiating the change and forwarded to the central office whenever an inventory item is relocated, sold, traded, or discarded. When an item is to be taken off our inventory records the inventory tag should be removed and attached to this form.

TAG NUMBER: _____

DESCRIPTION: _____

MAKE/MODEL: _____

SERIAL NUMBER: _____

NUMBER OF ITEMS: _____

FROM

Old Location:

____ 0010 Tech ____ 0020 Central ____ 0030 Elementary ____ 0040 JH ____ 0050 HS ____ 0070 Stadium

Old Location Room Number: _____

METHOD OF DISPOSAL

____ **MOVED**

New Location:

____ 0010 Tech ____ 0020 Central ____ 0030 Elementary ____ 0040 JH ____ 0050 HS ____ 0070 Stadium

New Location Room Number: _____

____ **AUCTIONED (A)**

____ **DISCARDED/DISPOSED (D)**

____ **DONATED (DO)**

____ **DESTROYED BY NATURAL DISASTER (ND)**

____ **STOLEN (S)**

____ **SOLD/TRADED (SE)**

Person initiating Change _____ Date _____