INVENTORY CHANGE REPORT

BUILDING/DEPARTMENT _____ DATE _____

Perry Tag Number	**Current Location** Bldg/Dept	**Transferred From** Bldg/Dept/Rm	**Transferred To** Bldg/Dept/Rm	**Qty**	**Description – Item** Serial Number/Model	**Disposed Y/N**	**Disposal Code***

SIGNATURE _____

**Disposal Code*

Junk	*JK*
Sold	*SO* $_____
Stolen	*ST*
Traded-In	*TI*