

Erath County Office Inventory Change Form

Please complete the following form whenever you get new equipment in your office or you have anything removed from your office. This information is needed in order to help keep the county inventory files accurate. Remember that you are responsible for all items on your inventory list. Your help is greatly appreciated. Please return form to the Auditor's Office.

Date _____ Inventory # (if one assigned) _____

Name _____ Office _____

Item received and put in Office: ___ Yes ___ No

Description: _____

Manufacturer: _____

Where did item come from? _____

How many? _____ Model # _____ PO #: _____

Serial #(s) (if applicable): _____

Item removed from Office: ___ Yes ___ No

Description: _____

Manufacturer: _____

Where did item go? _____ (*Surplus, Zero Value, Diff. Dept.*)

How many? _____ Model # _____

Serial #(s) (if applicable) _____
