### OHIO UNIVERSITY - EQUIPMENT INVENTORY OFFICE - FORM EI-8

#### INVENTORY CHANGE WORKSHEET

Department: ___________________________

Dept. Org. #: _______________________

Prepared By: _________________________ Phone #: _______________________

Date: _______________________________

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**Note:** Assets will remain in your department’s inventory until this form is completed and signed by the appropriate person. Assets are to be disposed of through Surplus Management. OU Tags are only to be removed by Surplus Management.

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<table>
<thead>
<tr>
<th>Tag Number</th>
<th>Description of Asset</th>
<th>Serial Number</th>
<th>Lost</th>
<th>Stolen*</th>
<th>Sent to Surplus</th>
<th>Sent to Recycling</th>
<th>Trade in with New PO Number</th>
<th>Returned to Vendor</th>
<th>Addition or Relocation of Asset. Include Dept, Bldg, RM, Person</th>
<th>Comments</th>
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* A copy of the Police Report must be submitted along with this form for stolen items.

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Approved: __________________________________ Department Chair or Administrative Officer

_________________________ Signature

_________________________ Department Chair or Administrative Officer

_________________________ Printed name

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Return form to Equipment Inventory, 280 HDL Center.

Form EI-8 Revised 10/12