

**OHIO UNIVERSITY - EQUIPMENT INVENTORY OFFICE - FORM EI-8  
INVENTORY CHANGE WORKSHEET**

Department: \_\_\_\_\_

Dept. Org. # : \_\_\_\_\_

Prepared By: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date: \_\_\_\_\_

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.

Tag Number	Description of Asset	Serial Number	STATUS OF ASSET - CHOOSE ONE							Comments
			Lost	Stolen*	Sent to Surplus	Sent to Recycling	Trade in with New PO Number	Returned to Vendor	Addition or Relocation of Asset. Include Dept, Bldg, RM, Person	

\* A copy of the Police Report must be submitted along with this form for stolen items.

Approved: \_\_\_\_\_ Department Chair  
Signature or Administrative Officer

\_\_\_\_\_ Department Chair  
Printed name or Administrative Officer