

LBJ STUDENT CENTER INVENTORY FORM

Please fill this form out for every new item that is being brought into the LBJ Student Center and turn it into Building Operations, Room 2-15.5. If you transfer anything to the warehouse, another department or throw it away fill this form out and turn it into Building Operations, Room 2-15.5. It can be sent by email by clicking on the submit button at the bottom of the page. Please make sure the information is correct to help us with our inventory control system.

New Item Transferred To Warehouse Deleted
To: _____
Date transferred: ___/___/___

How Many? _____ **LBJ#:** _____ **TSU or SWT#:** _____

Product Name & Description: _____

Brand/Manufacturer: _____ Model #: _____

Serial # _____ Location Area: _____

Department Responsible: _____ Employee Responsible: _____

Transaction Date: ___/___/___ Initial Cost: \$ _____

P.O.# - _____ **or** P-Card Purchase: _____
(attach copy of paperwork & receipt)

Warranty Expiration Date: ___/___/___ **Warranty Type:** _____

Vendor: _____ Contact Person: _____

Address: _____
street city state zip

Phone #: () _____ Fax #: () _____

Category:

- Appliance Maintenance
- A/V Equipment Miscellaneous
- Benches/Sofas Office
- Cabinets Plant, Pots & Caddy
- Chairs Recreational
- Computer Equipment Tables
- Custodial Equipment
- Desks
- Electronics
- Furnishings
- Kitchen Equipment