Southern University and A&M College ● Baton Rouge, Louisiana

EQUIPMENT INVENTORY ACTION/UPDATE REQUEST CONTINUATION SHEET

INVENTORY VERIFICATION REPORT FOR:_____ DATE_____ SHEET NO._____

SU INVENTORY TAG NUMBER	ITEM DESCRIPTION	PO NUMBER	LOCATION *(State if transfer or update)*	ORIGINAL COST

SIGNATURES/APPROVALS

DEPARTMENT SUBMITTING REQUEST	RECEIVING DEPARTMENT FOR TRANSFER	PROPERTY MANAGEMENT OFFICE
Person Submitting Request (Type/Print Name)	Department & Person Receiving Item(s) (Type/Print Name)	☐ RECEIVED ☐ APPROVED
Signature Date	Signature Date	☐ MASTER FILE UPDATED
Department Head (Type/Print Name)	Department Head (Type/Print Name)	Property Manager or Designee
Signature Date	Signature Date	Signature Date