

WILLIAMSON COUNTY INVENTORY FORM:

TO: STEPHANIE WHITE (ACCOUNTING) 790-5845

(This form may be submitted by interoffice mail or by e-mail to stephaniew@williamson-tn.org) Please fill out applicable sections of form.

Date: _____ **Department:** _____ **Contact Name & #:** _____**ADD:**

Asset # _____ Item: _____ Date Purch: _____ Vendor: _____

Serial # _____ \$ _____ Acct # Used for Purchase: _____

Asset # _____ Item: _____ Date Purch: _____ Vendor: _____

Serial # _____ \$ _____ Acct # Used for Purchase: _____

Asset # _____ Item: _____ Date Purch: _____ Vendor: _____

Serial # _____ \$ _____ Acct # Used for Purchase: _____

Asset # _____ Item: _____ Date Purch: _____ Vendor: _____

Serial # _____ \$ _____ Acct # Used for Purchase: _____

TRANSFER:

Asset # : _____ Date Transferred: _____ From Dept: _____ To Dept : _____

Notes: _____

Asset # : _____ Date Transferred: _____ From Dept: _____ To Dept : _____

Notes: _____

DELETE:

Asset # : _____ Date of Disposal: _____ Reason: _____

Asset # : _____ Date of Disposal: _____ Reason: _____

Internal Use Only:

Dept. Acct. Number: _____ Depr: Y N _____ years S/L Entered in Inv. System _____ Initials : _____