**INVENTORY WORK SHEET**

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| --- | --- | --- | --- | --- | --- |
| Custodian# |   | Location |   | Bureau Code |   |
| Custodian Name |   | Possession |   | Organization |   |
| Custodian Room# |   | Phone# |   | Condition Code |   | Organization Code |   |
| Inventory Date |   | Utilization Code |   | Accounting Class |   |
| RoundCount | Bar Code Number | Manufacturer | Model | Serial Number | Description | Cost | RoomNumber | Document(provide Copy) |
| 1. |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |  |  |
| 7. |  |  |  |  |  |  |  |  |
| 8. |  |  |  |  |  |  |  |  |
| 9. |  |  |  |  |  |  |  |  |
| 10. |  |  |  |  |  |  |  |  |