**INVENTORY WORK SHEET**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | | Room  Number | Document  (provide Copy) |
| 1. |  | |  | | |  |  | |  | | |  | |  |  |
| 2. |  | |  | | |  |  | |  | | |  | |  |  |
| 3. |  | |  | | |  |  | |  | | |  | |  |  |
| 4. |  | |  | | |  |  | |  | | |  | |  |  |
| 5. |  | |  | | |  |  | |  | | |  | |  |  |
| 6. |  | |  | | |  |  | |  | | |  | |  |  |
| 7. |  | |  | | |  |  | |  | | |  | |  |  |
| 8. |  | |  | | |  |  | |  | | |  | |  |  |
| 9. |  | |  | | |  |  | |  | | |  | |  |  |
| 10. |  | |  | | |  |  | |  | | |  | |  |  |