

**Brown University
Inventory Control Form**

Complete this form to record any change made for any Brown property with an asset tag. To surplus an asset please complete a Declaration of Surplus Form and send to the Controller's Office.

I. THE FOLLOWING ITEM(S) ARE BEING REVISED

ASSET TAG	ITEM DESCRIPTION	SERIAL NO.	LOCATION

(Use continuation of table or pages as needed)

II. CHECK TO VERIFY THAT DATA ON DRIVES HAS BEEN WIPED (Must be checked)

☐ Yes

III. PLEASE CHANGE THE EXISTING DATA INFORMATION

ACTION: (Please check one)

A. ☐ New description:

B. ☐ New Serial Number:

C. ☐ New Location: BUILDING:

ROOM NUMBER:

D. ☐ New Status (1) IN USE:
 (5) NOT IN USE:
 (9) UNLOCATED:

E. ☐ Transfer: PERSON:

Please print name of new person responsible for item(s)

DEPARTMENT NAME & COST CTR #:

For any asset transferred to a new department, please have an authorized department representative sign below showing acceptance of the asset.

NEW DEPT SIGNATURE _____

Print authorized person name _____

Date _____

IV. REVISIONS AUTHORIZATION

Department signature _____

Print authorized person name: _____

Date: _____

Send completed form to Controller's Office, Box J, or email to property@brown.edu