

INVENTORY CHANGE REPORT

NMSU Tag No.	Item Description:	
Manufacturer	Model No.	
Serial No.	Cost:	
Transfer to other NMSU dept Trade in to _____ Please reference Purchase order information Stolen (attach police report)	Surplus Property Delivered Cannibalized	Need Pickup
Comments:		
Sending Dept:	Receiving Dept:	
Signature:	Signature:	
Printed Name:	Printed Name:	
Date:	Date:	
Phone:	Phone:	

Interdepartmental Transfers – Complete all applicable blanks on this form and obtain signature of department head within the sending department. Indicate the new location by building and room number in the comments section. Next, obtain signature of the department head of the receiving department. Make copies for departmental files; originals, signed and completed, are sent to Property, P.O. Box 30001, MSC 3001.

Trade-in's – Complete all applicable blanks on this form and obtain signature of department head in the sending department. List the name of the company this item will be traded to. Under comments, reference the purchase order number or give trade-in details (credit, exchange, etc.) Retain one copy, send original to Property.

Stolen – For stolen items, complete all applicable blanks and obtain signature from department head. Attach a copy of an official police report. Retain departmental copies, forward original to Property.

Return as Surplus to Property Office – Complete all applicable blanks on the ICR form and obtain signature of the department head within the sending department. Indicate whether equipment is to delivered or requires pickup by PPD. Upon receipt of the equipment to Property, a signature will be obtained to complete the delivery and a copy will be forwarded to the sender.

Cannibalized - Complete all applicable blanks on this form and obtain signature of department head. Turn in unwanted residual parts with the Property ID tag to the Property Office. Upon verification the equipment has been identified and has been verified as cannibalized, a signature from Property will complete the form.

**** Deletions are subject to Board of Regents approval.**

Note: Other than signature, please type or print clearly.