



INVENTORY ADJUSTMENT

<input type="checkbox"/> Add to Inventory			
Item Description:			
Manufacturer:		(For Computer Equipment)	
Brand:		Processor Name:	
Model #:		Processor Speed (GHz):	
Serial #:		Memory (GB):	
Condition:		Year:	
<input type="checkbox"/> Item was Purchased		<input type="checkbox"/> Item was a Donation	
Purchase Date:		Date Received:	
Purchased From:		Received From:	
Purchase Price:		Original Cost (Approx.):	
Sales Tax:		Salvage Value (Approx.):	
Shipping Cost:		Life Remaining (Years):	
Total Price:			

<input type="checkbox"/> Remove from Inventory
Item Description:
Barcode:
The Item was:
<input type="checkbox"/> Disposed
<input type="checkbox"/> Given Away to
<input type="checkbox"/> Stolen
<input type="checkbox"/> Other
Removed from (location):

Requested by	Date
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Office Use Only. Barcode # (new items):	Completed: <input type="checkbox"/>
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05-09



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