

# Erath County Office Inventory Change Form

Please complete the following form whenever you get new equipment in your office or you have anything removed from your office. This information is needed in order to help keep the county inventory files accurate. Remember that you are responsible for all items on your inventory list. Your help is greatly appreciated. Please return form to the Auditor's Office.

Date \_\_\_\_\_ Inventory # (if one assigned) \_\_\_\_\_

Name \_\_\_\_\_ Office \_\_\_\_\_

\*\*\*\*\*

**Item received and put in Office:** \_\_\_\_\_

Description: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Where did item come from? \_\_\_\_\_

How many? \_\_\_\_\_ Model # \_\_\_\_\_ PO #: \_\_\_\_\_

Serial # (if applicable): \_\_\_\_\_

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**Item removed from Office:** \_\_\_\_\_

Description: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Where did item go? \_\_\_\_\_

How many? \_\_\_\_\_ Model # \_\_\_\_\_

Serial # (if applicable) \_\_\_\_\_