

Inventory Addition Form (Items being added to Inventory)

Completed Form Must Be Forwarded To The Inventory Clerk No Later Than Five Working Days From Delivery Date

Department/Division: _____

Date: _____

Inv. Tag No.	Serial No.	Description	PO No.	Cost	Delivery Date	Vendor Name	Funding Source	Dept. Division



Transfer of Inventory Form (Items being transferred from one Department or Division to another.)

Completed Form Must Be Forwarded To The Inventory Clerk No Later Than Five Working Days From Transfer Date

From: Department/Division _____

Date: _____

To: Department/Division _____

Inv. Tag	Serial	Description	Purchase Date	Cost	From:	To:
No.	No.				Building, Area, or Room	Building, Area, or Room

I hereby relinquish possession of this item.

Transfer Approved

I hereby accept possession of this item.

KCI Staff Signature

KCI Staff Signature

Posted: _____

Inventory Clerk

KCI Staff Signature