

**COMMUNITY COLLEGE OF SOUTHERN NEVADA**  
**INVENTORY CONTROL**  
 (please print)

P O # \_\_\_\_\_  
 FA# \_\_\_\_\_  
 FT # \_\_\_\_\_

PLACE PROPERTY  
 TAG HERE

This form is used to obtain the information necessary to monitor the addition of a fixed asset to your department. If you receive this form you are required to provide the department information and return this form to Business Services (J1C). Board of Regents policy (Title 4, Chapter 10) states "the department has custodial responsibility for all equipment within its jurisdiction. The department is responsible for notifying Business Services of all additions, deletions, and material changes in the condition of the equipment". If this form is not returned, you will be in violation of Board of Regents policy.

DEPARTMENT INFORMATION (To be completed by Department)	
Instructions: Indicate the asset locations (i.e. Building/Room <u>2101</u> , Campus <u>Cheyenne</u> and responsible department (i.e. Applied Technology), Account # <u>8103-000-0000</u> ). Sign, date, retain a copy for your records and send original form to Business Services. (J1C)	
BLDG/ROOM _____	CAMPUS _____
DEPARTMENT _____	ACCOUNT # _____
COMPLETED BY _____	
Signature	Date

RECEIVING/COMMUNICATIONS INFORMATION (To be completed by Receiving)		
Equipment purchased with an object code 30 and sub-object code E1(over \$2,000) require a BLUE inventory tag. Equipment purchased with object code 60/62/65 and <u>any sub-object code other than 08</u> (over \$2,000) require a BLUE tag. Per policy equipment under \$2000.00 require a BLACK inventory tag. Object codes are located at the bottom of the purchase order or can be found in the Advantage system on OPLD screen.		
SENT TO _____	PHONE _____	ROOM/BLDG _____
DEPT SENT TO _____	DEPARTMENT ACCOUNT # _____	
PURCHASE ORDER DATE _____	VENDOR CODE _____	
SERIAL # _____ <small>(please print carefully)</small>	MANUFACTURER _____	
P O # _____ <small>(purchase authorization)</small>	MODEL # _____	
ASSET DESCRIPTION _____		LINE # _____
COMPLETED BY _____		Date
Signature		

For Internal Use Only			
CAT CODE _____	FA TYPE _____	OBJ/SOBJ _____	ASSET VALUE \$ _____