Shawnee Community College
Inventory Addition/Relocation Form

Name_____

Office Number_____

Extension Number_____

Item Description	SCC Tag Number	Move From	Final Location

Note: For new items to be added into inventory, put “New” in the “Move From” column.
For items that are out of service, moved to surplus, otherwise being discarded, put “Remove" in the “Final Location” column.
If Item does not have a SCC Tag number put “Request” in the “SCC Tag Number” column.
When possible please include Model and Serial Numbers in the item description of New Items.