



INVENTORY ADDITION SHEET

(ITEMS COSTING \$2,500.00 OR MORE INCLUDING FREIGHT)
COMPLETED FORM MUST BE FORWARDED TO THE INVENTORY CLERK
NO LATER THAN FIVE WORKING DAYS FROM THE DELIVERY DATE

DEPARTMENT _____

DATE _____

INVENTORY TAG NUMBER	SERIAL NUMBER	DESCRIPTION <small>(Please add detailed description in case tag is removed)</small>	PO NUMBER	TOTAL COST	DELIVERY DATE	VENDOR NAME	LOCATION/ BUILDING

Inventory Clerk signature and date

Departmental signature