

List of Inventory Forms Needed

Please see the attached examples of each of the (3) most critical Inventory forms below:

(1) Transfer of Equipment (for transferring to different department or surplus)

(website: www.utsystem.edu/act/transfer_equipment.doc)

(2) Removal of Equipment from U.T. System Premises (for equipment kept at home or used while traveling)

(website: www.utsystem.edu/act/remove_equipment.doc)

(3) Physical Inventory Certification Form (to finalize department's annual inventory reconciliation)

(website: www.utsystem.edu/act/certification_results.doc)

The website for the Inventory forms is:

<http://www.utsystem.edu/act/forms.htm>