

Property Control
2101 W. Tecumseh Road, Suite B
Phone: (405) 325-2782 Fax: (405) 364-1961

To report a Change in Status: OUID# _____

TRANSFER (Items getting moved from one department to another)

Department (transferred from) Account #

Department (transferred to) Account #

Transfer to Property Control

Department Transferring items to Property Control Account #

Condition: _____
Excellent Good Fair Poor

Delete: _____
Cannibalized Junked

Reason for deletion:

Lost or Stolen:

Lost will remain on your inventory for Three Years Stolen: A Police Report Must be attached to this sheet

To report an Addition to your Inventory:

Date OUID # (if applicable) Purchase Order Value Transfer

Serial Number Received as Donation Fabricated Resp Acct

Purch
Description of Item: (list noun, model, manufacturer and other description to help identify the item):

Item located at Room # Contact

Phone E-mail Date

Submitted by Account Sponsor, Chair , Director