

Revised 08/20/2012

Chattanooga State

COLLEGE ON THE RIVER

EQUIPMENT INVENTORY ADJUSTMENT SHEET

Department: Library Date: 08/25/2025

Person making request: Omn 129

Indicate the revised location for items listed as equipment by completing this form. Lost, stolen, or traded items should be explained in detail under the remarks section. Items which a division deems as surplus, should be explained in the remarks section and forwarded to the Business Office

I. Transfer of Equipment

Item	Tag #	Custodian/Location Moved from	Custodian/Location Moved to
2 Brother printers	no tags		
Canon scanner	no tag		
Dell laptop and monitor	no tags		

II. Equipment Deletions

In case of sale, loss, theft, trade-in, surplus, etc., complete the information below.

(Please indicate one)

☐ Lost
 ☐ Trade-In
 ☐ Stolen
 ☐ Surplus
 ☐ Other

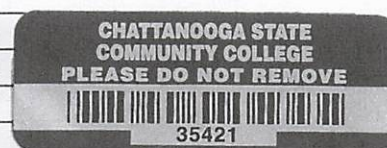
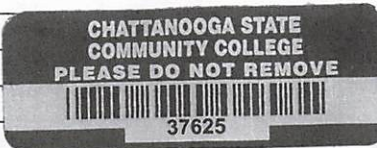
Item Description	Tag #	Custodian	Room #

Has the equipment ever been used for biological, chemical or radiological education? no

Remarks:

Hp pagewide pro + ink tag # 37625

HP officejet pro tag # 35421



Approved: _____
(Division Head)

Date: 8-26-2025

Approved: _____
(Business Office)

Date: _____