

Inventory Control Form
For
Donations / Gifts / transfers to ECU

(Please complete 1 form per item. Thanks)

Description of Gift: _____

Model #: _____ Serial #: _____

Manufacturer: _____

Gift Donor Name: _____

Estimated Value: _____

Source of Estimate: _____

Department Assigned To: _____

Department FOAP: _____ - _____ - _____ - _____

Date Assigned: _____

Location (Building and room #): _____

Received by: _____

(Signature of Department Representative)

Directions

1. Complete Inventory Control Form
2. Attach all correspondence relating to transfer of gifts
3. Send original completed form to: Fixed Assets Office
Central Receiving and Stores
328-9931
4. Photocopy form for departmental records

(Please attach all correspondence relating to the equipment/property.)

ECU Tag Number: _____

(Completed by Fixed Assets Office)

Equipment donated/gift to the University is considered property of the state of North Carolina.
(This does not apply to Grant transfers.)