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)

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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

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(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.)

Revised: 10/07 inventory control form