Inventory Record

Name:_____

Room Name or Number: _____

Please complete to add, retire/remove, or transfer an item from your room. Thank you.

Tag #	**Description (item, make, and model)**	**Quantity**	**Addition Date**	**Retire Date**	**Notes** (if moved, added or retired)

Tag #	Description (item, make, and model)	Quantity	Addition Date	Retire Date	Notes (if moved, added or retired)