

Property Control
S.C. Building 111, 2927 S. Monitor St.
Phone: (405) 325-2782 Fax: (405) 325-7364

To report a Change in Status: OUID# _____

TRANSFER _____

Department (transferred from) Account #

Department (transferred to) Account #

SURPLUS _____

Department (surplusing) Account #

Condition: _____
Excellent Good Fair Poor

Delete: _____
Cannibalized Junked

Reason for deletion:

Lost or Stolen:

(Lost will remain on your greenbar printout for 2 years; Stolen must be accompanied by Police Report).

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