

**UNBC
ASSET TRACKING
MOVING INVENTORY FORM**

Bar Code Number(s) _____

Date _____

Detailed Description of Asset _____

COMPUTER MAKE _____ MONITOR MAKE _____

MODEL _____ SIZE _____

SERIAL # _____ SERIAL # _____

DESKS HOW MANY PIECES _____

Current Location Room # _____ and Custodian _____

New Location Room # _____ and Custodian _____

Reason Asset Moved _____

Move Requested By _____

Move Approved _____

COMMENTS _____

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