

**Inventory Control Office: Physical Inventory Discrepancy Listing**

Originating Campus: \_\_\_\_\_

Division: \_\_\_\_\_

**Section I:** Overages In Inventory: Equipment found during physical inventory but not listed on inventory worksheet.

NOVA I.D. Number (if known)	Equipment Description	Serial Number	Model Number	Building/Room Location	Other Information	Reviewed by Store Manager

Check if continued on back

**Distribution:**  
Copy 1 – Central Property Control Office  
Copy 2 – Campus Property Control Office  
Copy 3 – Division

**Section II:** Shortages In Inventory: Equipment listed on inventory worksheet but not physically located.

NOVA I.D. Number	Equipment Description	Serial Number	Model Number	Reason for Unaccountability	Reviewed by Store Manager