

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