COLORADO DEPARTMENT OF TRANSPORTATION

INVENTORY CHANGE

TO RECORD: Receipt of new equipment
Transfer of equipment
Disposal of equipment

Account reference #

Purchase Order #

INSTRUCTIONS: If this form is to record receipt of new equipment, complete parts II and III.
If this form is to record transfer of equipment, complete all parts.
If this form is to record disposal of equipment, complete parts I and III.
After applicable parts are complete, forward this form to: Center for Accounting, Inventory Control Unit, 4201 E. Arkansas, Denver, CO 80222

PART I - TRANSFER OR DISPOSAL OF EQUIPMENT

TRANSFEROR

Signed (Section head)

SAP Cost Center

Date released

I hereby release custody of the equipment described below
If disposal was other than a transfer, give complete description of circumstances and actions taken; if stolen, attach a copy of the Police Report.

Reason for release: ☐ Transfer ☐ Lost ☐ Stolen ☐ Junked ☐ Sold

Comments:_____

_____

_____ Approved:

Region Engineer, Maintenance Supt. or Branch Manager

PART II - TRANSFER OR RECORDING NEW EQUIPMENT

I hereby acknowledge receipt and custody of equipment described below
Reason for receipt: ☐ New ☐ Transfer

Date received

TRANSFEREE

Signed (Section head)

SAP Cost Center

PART III - EQUIPMENT DESCRIPTION

ITEMS (Describe thoroughly for positive identification)	Serial number	Equipment/ Inventory #	$ Purchase price	