# **New Inventory Sheet**

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| Office |  | Date of Request |  |
| Staff |  | Location |  |

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| SERIAL/ID | Item Description | Vendor | Model Number | Purchase  Price | Purchase Date | Condition |
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Add to property control by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_