

## Addition to Inventory

This form is used to add items to your current inventory that were not purchased with Butler funds. Submit completed form to [cbrown@butlercc.edu](mailto:cbrown@butlercc.edu)

**Dept** \_\_\_\_\_ **Campus** \_\_\_\_\_ **Bldg.#** \_\_\_\_\_ **Room** \_\_\_\_\_

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**Quantity** \_\_\_\_\_ **Purchase Date** \_\_\_\_\_

**Description** \_\_\_\_\_

**Brand** \_\_\_\_\_ **Serial #** \_\_\_\_\_

**Total Cost** \_\_\_\_\_ (Whole dollars) **Replacement Cost** \_\_\_\_\_ (Whole dollars) **Condition** New / Used

**Was the item purchased with Grant monies?** \_\_\_\_\_ **BCCC Tag #(if available)** \_\_\_\_\_

**Vendor Name** \_\_\_\_\_

**DATE** \_\_\_\_\_ **SUBMITTED BY** \_\_\_\_\_