

Inventory Control Information

Control Number _____ Date _____

In _____ Out _____

Location _____

Item _____

Brand _____ Serial No _____

Model &/or Color _____ Size _____

Purchased From _____

Date _____ Check or PO # _____

Number of Items _____

Price Each _____ Total Amount _____

Comments _____

Discarded _____

Sold or Thrown Away _____

Sold to Whom _____

Amount: _____ Cost _____

Signature Principal _____

Signature _____