

Inventory Change Request - Instructions

This form is to be used to track submission of all surplus items to the Central Property office or identify when an item has been stolen, cannibalized, destroyed or reported missing. Submit Federal, State or Private property on separate forms. All ICR forms must be submitted using the [Aggie Service Desk](#) Ticket system and attach the form and required backup in the system.

Required signature on form: *If the item(s) on the form is considered capital (\$5,000 or greater), Dean/VP/CC President signature is required (Delegate allowed, check the box). Otherwise, Department Head or Manager signature is acceptable.*

1. Surplus: Complete all applicable blanks on the ICR form and obtain signature. Select a reason for surplus; this is required.
NOTE: ONLY UNIVERSITY OWNED EQUIPMENT MAY BE TURNED IN TO THE CENTRAL PROPERTY OFFICE. CONTACT PLANT ACCOUNTING FOR DISPOSITION INSTRUCTIONS FOR ALL NON-UNIVERSITY OWNED EQUIPMENT.

2. Stolen: For stolen items, complete all applicable blanks and obtain signature. Attach a copy of the official police report. Retain departmental copy and submit an [Aggie Service Desk](#) Ticket with the police report attached to the form.

3. Cannibalized: Complete all applicable blanks on this form and obtain signature. Prior to turning in parts, submit an [Aggie Service Desk](#) Ticket. Attach pictures of the cannibalized property to the [Aggie Service Desk](#) ticket. Requester will be notified to turn in unwanted residual parts with the Property tag to the Central Property Office. Upon verification that the equipment has been identified and has been verified as cannibalized, the property will be accepted by Central Property.

4. Destroyed: Attach pictures of the destroyed property and the NMSU Property Tag (if capital) to the [Aggie Service Desk](#) Ticket.

5. Missing: Complete all applicable blanks on this form and obtain signature.

Please attach answers to the following questions for each missing item to the [Aggie Service Desk](#) Ticket:

- When was the last time this item was inventoried/verified?
- What was the last location this item had?
- What efforts were made to locate this item?
- Who is the custodian?
- What process will be put in place to avoid future items going missing?

6. Found: If an item was found, after having been reported missing, use this box and complete all applicable blanks.

7. Other: Complete all applicable blanks if you are requesting to donate an item, recycle, return items to Federal Government (federal grant items) or miscellaneous requests.

Use Page 2 if additional space is necessary. Retain a copy for your Department records.

1. Checkmark if submitting Multiple Items. Submit Item List for Inventory Change Request for additional Items, complete all relevant fields. Enter N/A if no bar code and complete item description.
2. Enter any Special Instructions or Comments in the box.
3. Complete the Approval section with Printed Dean/VP/CC President, only required on items \$5,000 or greater, or delegate permitted per BPM section 2.05, signature and date.
4. Route per form routing box (Must submit an [Aggie Service Desk](#) Ticket).



Inventory Change Request

ROUTING

[Enter a ticket in Aggie Service Desk](#)

SECTION 1: REQUESTOR INFORMATION

Date (mm/dd/yyyy): _____ Department: _____
Requestor: _____ E-mail Address: _____ Phone: _____
Org #: _____

SECTION 2: REQUEST DETAILS

Multiple Items - Complete Attached Item List for Inventory Change Report Total Number of Items: (from attached list) _____

NMSU Property Tag No: _____ Book Value (internal use): _____

Item Description: _____ Serial No : _____

Model No.: _____ Working? Yes No

Surplus (select one):
 Worn Out Destroyed (attach pictures) Stolen (attach police report)
 Unusable Missing Cannibalized (attach pictures)
 Obsolete Found Other (Donation, Recycle, Return to Federal Govt., ...)

Pick up required? Yes No Location for Pickup: Bldg _____ Room _____

Special Instructions or Comments

SECTION 3: OFFICIAL APPROVAL

BY SIGNING THIS FORM, THE SENDING DEPARTMENT ACKNOWLEDGES THAT ALL BETTERMENTS, ATTACHMENTS AND COMPONENTS BELONGING TO THIS ITEM ARE INCLUDED.

Print Name: _____ Signature: _____ Date: _____

Dean/VP/CC President* **OR** Delegate **OR** *Only required for Capital - \$5,000 or greater

For Aggie Service Center Units Dept Head/Dir Principal Investigator

SECTION 4: INTERNAL DEPARTMENT USE ONLY

Central Property - Print Name: _____ Signature: _____ Date: _____
(Sign when property received at warehouse)

Chief Procurement Officer - Print Name: _____ Signature: _____ Date: _____
for: Cannibalized, Destroyed, Missing, Donation

SPA Plant Accounting - Print Name: _____ Signature: _____ Date: _____
(For F, S, or P items)

Inventory Change Request- Item List

Surplus Select one

| No. | NMSU Property Tag No. | Book Value | Item Description | Worn out | Unusable | Obsolete | Model No. | Serial No. | Working Y/N | Picked Up |
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FS Mover - Print Name: _____ Signature: _____ Date: _____

Reset