



Ohio Department of Natural Resources
INVENTORY FORM

DNR 8800 (110)

ADDITION TRANSFER RETIREMENT INTERNAL SPREADSHEET

PROFILE ID		EQUIPMENT DESCRIPTION					ACQ CODE
LOCATION		TAG NUMBER		DATE ACQUIRED		COST	
A							
VENDOR NAME		MANUFACTURER NAME		MODEL NUMBER		PO #	
FUND	ALI	DEPT ID	PROGRAM	PROJECT	GRANT	SERIAL ID	
CONDITION							
CUSTODIAN (CURRENT/PAST)			Fill out both when doing a transfer.	CUSTODIAN (TRANSFERRED TO)			
ACQUISITION CODES				NEW LOCATION CODE			
<input type="checkbox"/> CONF: Confiscated		<input type="checkbox"/> CONS: Constructed		A			
<input type="checkbox"/> DON: Donated		<input type="checkbox"/> PUR: Purchased					
ASSET RETIREMENT							
<input type="checkbox"/> Retirement by sale (salvage)		<input type="checkbox"/> Traded in for another asset		<input type="checkbox"/> Donated to external group/sold to state employee (i.e.: retiring law)			
<input type="checkbox"/> Disposal due to theft, loss, missing		<input type="checkbox"/> Returned to vendor (warranty)		<input type="checkbox"/> Casualty loss (fire, flood, etc.)		<input type="checkbox"/> Invalid entry	
COMMENTS							
SIGNATURE				DATE			