



# ART INVENTORY REPORT FORM

## Instructions

Complete one sheet per item. Please type or print clearly. After all items have been received or inventoried, return all sheets to the appropriate department:

For New Acquisitions:  
Send to:

For Inventory Documentation:  
Send to:

## Reporting Unit Information

Department name: \_\_\_\_\_  
Department/unit head responsible for inventory: \_\_\_\_\_  
Signature: \_\_\_\_\_ Position: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Date inventory was performed: \_\_\_\_\_

## Object Information

Note: If this item is already on the Property Control list, enter its Property Control number here:

\_\_\_\_\_

Artist (if known): \_\_\_\_\_  
Title (if known): \_\_\_\_\_  
Date of work (if known): \_\_\_\_\_ Donor: \_\_\_\_\_  
Subject of work: \_\_\_\_\_  
Insurance value: \_\_\_\_\_ Date value established: \_\_\_\_\_  
Condition: (check one)  good  fair  poor  missing/broken parts  
Location of object/building: \_\_\_\_\_  
List any numbers or identifying marks on object: \_\_\_\_\_  
Any name/title plates or plaques on piece? If yes, state text exactly as it appears:  
\_\_\_\_\_

## Two-dimensional objects

[Please attach "Art on Grounds Condition Evaluation - Form A"](#)

Medium/support [i.e. oil on canvas, watercolor on paper, print (includes engravings, etchings, posters), drawings (includes pencil drawings, pastel drawings, ink drawings)]:  
\_\_\_\_\_

Size of image (state inches or feet): height \_\_\_\_\_ width \_\_\_\_\_  
Framed: YES NO (circle one) Size of frame: height \_\_\_\_\_ width \_\_\_\_\_

## Three-dimensional objects

[Please attach "Art on Grounds Condition Evaluation - Form B"](#)

Medium (check all that apply):  stone  metal  wood  ceramic  assembled object  
 other (describe) \_\_\_\_\_  
Size of object (state inches or feet): height \_\_\_\_\_ width \_\_\_\_\_