

**University of Maryland, Baltimore County  
Inventory Additions**

Check only one box.

Purchase Card Purchases

Purchase Orders   
PO \_\_\_\_\_

Gifts or Donations

Computer Replacement Initiative (CRI)

Other

PROVIDE YOUR DEPARTMENTAL CHARTSTRING BELOW

For Inventory Control: DO NOT FILL IN THIS SPACE

Tag(s) Issued: \_\_\_\_\_

System Updated: \_\_\_\_\_

Check if Off Campus Form is Attached

Department Name: \_\_\_\_\_

Reported By: \_\_\_\_\_

Department No.: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

ext.: \_\_\_\_\_

Fund:	Depart:	Prog FIN:	Account:	Project:	Purch Date:	Sponsor Award#:	Cost	Bldg. No.	Room No.	Description	Serial No.	**UMBC TAG #
							\$					
							\$					
							\$					
							\$					
							\$					
							\$					
							\$					
							\$					
							\$					
							\$					
<b>TOTALS</b>							\$					

Submit a copy of the supporting documents including the paid invoice/receipt. *Incomplete documentation will delay the inventory process.*

**PROTECT YOUR PURCHASING CARD. DO NOT SUBMIT PURCHASING CARD (VISA) STATEMENTS.**

Requirements: Submit an Off Campus Equipment Authorization form before the item is taken off campus.

\*\*UMBC TAG # will be assigned by Inventory Control Department.

revised 07/08/2019