

**DEPARTMENT OF FINANCE AND ADMINISTRATION**

**OFFICE OF BUSINESS SERVICES**

**FORM 1A - ADDITION OF INVENTORY**

DATE: \_\_\_\_\_

**Description of Property**

Item \_\_\_\_\_ Make \_\_\_\_\_

Serial Number \_\_\_\_\_ Inventory Number \_\_\_\_\_

Addition Authorized By:

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date

I acknowledge receipt of the property described above has been added to inventory:

\_\_\_\_\_  
Property Officer Date \_\_\_\_\_

This form should be submitted to the DFA Property Officer before new fixed assets are issued and/or assigned.