

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.