

NEW RIVER COMMUNITY AND TECHNICAL COLLEGE PCARD INVENTORY REPORT

TAG NUMBER	DESCRIPTION	FUND

SERIAL NUMBER	MODEL NUMBER	ORDERING OFFICE (DIV)

PURCHASED DATE		

BUILDING	ROOM	PURCHASE PRICE	VISA (A14) VISA

FUND	ORGINATION	OBJECT

THIS FORM MUST BE COMPLETED AND ATTACHED TO YOUR MONTHLY PCARD LOGSHEET WHEN AN EQUIPMENT PURCHASE IS A \$100 OR GREATER.

I CERTIFY THAT I HAVE PURCHASED AND RECEIVED THE EQUIPMENT LISTED ABOVE FOR INSTITUTIONAL USE AND IT IS AVAILABLE IN THE ROOM LISTED ABOVE FOR INSPECTION AND/OR TAGGING.

SIGNATURE: _____.

PURCHASE OFFICE USE ONLY

DATE TAGGED: _____.

TAGGED BY: _____.

PROCESS DATE: _____.

ENTERED IN BANNER BY: _____.