

ANNUAL INVENTORY VALUE OF EXPENDABLES

TO: Property Services Coordinator, Procurement Services

Date: _____

FROM: _____
 (Dean, Chairman or Director) (Department) (Acct. #) (Building)

PERSON TO CONTACT: _____ PHONE NO. _____ ROOM NO. _____ BUILDING _____

<i>Supply Categories</i>	<i>Office/ Classroom</i>	<i>Dollar Value</i>	<i>Supply Categories</i>	<i>Office/ Classroom</i>	<i>Dollar Value</i>
1. Air Condition & Refrigeration			18. Janitorial, Maintenance Stock (Brooms, Mops, waxes, strippers, cleaners, etc.)		
2. Athletics (All sports, recreation, Trainer supplies, etc.)			19. Linens (Pillowcases, sheets, blankets, spreads, etc.)		
3. Automotive (Parts, tires, filters, etc.)			20. Lumber & Paneling (Celotex, insulation, sheetrock, etc.)		
4. Books (Main library to include departmental library)			21. Medical (Drugs, vaccine, bandages, etc.)		
5. University Bookstore stock			22. Metals (Sheets, rods, pipes, ingots, bands, etc.)		
6. Chemicals (Lab)			23. Office (Pens, pencils, ribbons, staples, clips, etc.)		
7. Chemicals, Other (Pesticide, insecticides, purifiers, fertilizers, etc.)			24. Paints & Varnishes (Thinners, lacquers, oils, brushes, etc.)		
8. ** COMPUTER SOFTWARE			25. Paper (Bond, memo, Xerox, letterhead, printed forms, etc.)		
9. Electrical & Electronic (Wire, bulbs, tubes, conduit, switches, sockets, etc.)			26. Petroleum Products (Oils, Lubricants, fuels, antifreeze, etc.)		
10. Farm (Livestock)			27. Photographic (Film, solutions, paper, bulbs, etc.)		
11. Farm (Feed & Seed)			28. Plumbing		
12. Food Service (Food items)			29. Printing (Ink, plates, solutions, etc.)		
13. Food Supplies (Other supplies)			30. Tools & Instruments (Hammers, pliers, scissors, timers, etc.)		
14. Gases, Compressed			31. Welding		
15. Glass, Replacement (Doors, windows, etc.)			32. Other Supplies		
16. Glassware, Lab (Test tubes, bottles, beakers, thermometers, etc.)					
17. Hardware (Nails, nuts, bolts, hinges, handles, etc.)					

** This is for Insurance Purposes. An estimated value of all software in the department should be provided.