



Barcode Inventory Discrepancy

ROUTING

PROP
MSC 3001
nmsuproperty@nmsu.edu
Phone 646-3139

SECTION 1: REQUESTOR INFORMATION

Department: _____ Requestor Name: _____ E-mail Address: _____ Phone: _____

SECTION 2: REQUEST DETAILS

<input type="checkbox"/> No barcode on equipment <input type="checkbox"/> Damaged/unscannable barcode(item) <input type="checkbox"/> Equipment has multiple tags <input type="checkbox"/> Other - Describe:
Asset Description:
Room:
Building:
Metal Tag #
Barcode #
Serial #
Model #

<input type="checkbox"/> No barcode on equipment <input type="checkbox"/> Damaged/unscannable barcode(item) <input type="checkbox"/> Equipment has multiple tags <input type="checkbox"/> Other - Describe:
Asset Description:
Room:
Building:
Metal Tag #
Barcode #
Serial #
Model #

<input type="checkbox"/> No barcode on equipment <input type="checkbox"/> Damaged/unscannable barcode(item) <input type="checkbox"/> Equipment has multiple tags <input type="checkbox"/> Other - Describe:
Asset Description:
Room:
Building:
Metal Tag #
Barcode #
Serial #
Model #

<input type="checkbox"/> No barcode on equipment <input type="checkbox"/> Damaged/unscannable barcode(item) <input type="checkbox"/> Equipment has multiple tags <input type="checkbox"/> Other - Describe:
Asset Description:
Room:
Building:
Metal Tag #
Barcode #
Serial #
Model #

<input type="checkbox"/> No barcode on equipment <input type="checkbox"/> Damaged/unscannable barcode(item) <input type="checkbox"/> Equipment has multiple tags <input type="checkbox"/> Other - Describe:
Asset Description:
Room:
Building:
Metal Tag #
Barcode #
Serial #
Model #

<input type="checkbox"/> No barcode on equipment <input type="checkbox"/> Damaged/unscannable barcode(item) <input type="checkbox"/> Equipment has multiple tags <input type="checkbox"/> Other - Describe:
Asset Description:
Room:
Building:
Metal Tag #
Barcode #
Serial #
Model #

SECTION 3: REQUESTOR APPROVAL

Printed Name: _____ Signature: _____ Date: _____

Reset