



Inventory Scan Exception

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

This form is to be used ONLY for inventory items that cannot be scanned. All other loaned equipment should be scanned. Please use one form per location.

SECTION 1: REQUESTOR INFORMATION

Date (mm/dd/yyyy): _____ Department: _____ Campus Box: _____ Location: _____

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

SECTION 2: REQUEST DETAILS

Please attach a list if more than 10 items.

NMSU Tag Number	Equipment Description
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Reason for not scanning inventory item(s):

Please include the following with the form.

- Picture of barcode on equipment.
- Picture of serial number.
- Picture of equipment.

SECTION 3: OFFICIAL APPROVAL

Requestor - Print Name: _____ Signature: _____ Date: _____

Dean/VP/CC President - Print Name: _____ Signature: _____ Date: _____

SECTION 4: INTERNAL DEPARTMENT USE ONLY

Director Purchasing: _____ Signature: _____ Date: _____

Date Received: _____ Date Processed: _____

Off Campus Form and pictures attached: Yes No

Comments: