

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO**

**INVENTORY FORM**

*for Consumable Supplies and Goods for Resale in excess of \$15,000*

**DEFINITIONS**

*CONSUMABLE SUPPLIES* – goods and items purchased for use in daily operations and not for resale, such as office supplies or medical supplies.

*GOODS FOR RESALE* – finished goods purchased for the purpose of resale to a customer or other entity.

**REQUIRED INFORMATION**

<b>CONSUMABLE SUPPLIES (&gt; \$15K TOTAL)</b>	
INVENTORY DATE	
ACCOUNT NUMBER	
ACCOUNT NAME / DESCRIPTION	
PREPARER NAME	
PREPARER TELEPHONE NUMBER	
INVENTORY AMOUNT	\$

<b>GOODS FOR RESALE (&gt; \$15K TOTAL)</b>	
INVENTORY DATE	
ACCOUNT NUMBER	
ACCOUNT NAME / DESCRIPTION	
PREPARER NAME	
PREPARER TELEPHONE NUMBER	
INVENTORY AMOUNT	\$