NAME OF ITEM 1	☐ Non-List ☐ List No. _____ 2	SIZE 3

UNIT OF MEASURE 4	STOCK LOCATION ROOM NO. 5	DEPARTMENT NAME 6	PRICE 7	ANNUAL NEED 8

Code for Explanation: **C** - Consumed in service **D** - Damaged beyond repair **L** - Lost **R** - Enter Requisition No. **P** - Enter P.O. No. **T** - Transferred

DATE OF ENTRY	UNITS REQ'N'D	UNITS ADDED	UNITS TAKEN	EXPLANATION	BALANCE ON HAND
9	10	11	12	13	14

SCHOOL/OFFICE/PROGRAM NAME 15

SUPPLIES INVENTORY CARD

BA/OMS 8219 (Rev. 6/92) BA D12

25-2140.00.1