

# Report of Survey/Inventory Adjustment Report

Horry-Georgetown Technical College

## Section II:

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date of Incident

The college will report all missing equipment as stolen and attach a copy of the Police Report. The college will give a statement of conditions leading to this report and corrective actions taken.

\_\_\_\_\_  
Signature of Equipment Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Manager (Optional)

\_\_\_\_\_  
Date

I have reviewed the items in this report and I am satisfied that the statements are true and complete:

\_\_\_\_\_  
Signature of President or Vice President

\_\_\_\_\_  
Date

### Review Board Action Approved:

Replace with State Funds: \_\_\_\_\_

Replace with Local Funds: \_\_\_\_\_

Remove from Inventory: \_\_\_\_\_

### Board Members Signature:

Chairman: \_\_\_\_\_

Member: \_\_\_\_\_

Member: \_\_\_\_\_

\_\_\_\_\_  
Signature of State Equipment Manager

\_\_\_\_\_  
Action/Completion Date