Salt Lake Community College
Department Property Inventory Report
2021 Signature Page

Department Name _____

Budget Center Manager Name (print)* _____

Name and signature of person who verified inventory:

_____ _____ **Date** _____ **Ext:**_____
Print Name **Signature**

Name and signature of Budget Center Manager*
(Person responsible for the inventory)

_____ _____ **Date** _____ **Ext:**_____
Print Name **Signature**

Signature of Provost/Vice President _____ **Date** _____**Ext:**_____
(Needed for missing inventory) **Signature**

All lost or stolen assets require a Provost or Vice President signature.
All missing assets less than three years old require a police report number.
All missing assets costing over $5,000 require a police report number.

Police Report Number(s)_____

*** These may be different due to an Interim**