ETR EXAMPLES

Example #1 — Inventory Adjustment Report

- Inventory Adjustment **DELETES** the items(s) from the College's inventory. o Sample is for a Lost item.
- ETR **MUST** state that the theft has already been reported to the Security Office. o Dean or Chair **MUST** sign in the "Releasing Dept" section.
- **MUST** attach a memo addressed to the Director of Purchasing & Business Services explaining the circumstances of the lost article. Include when the item was last seen and what steps were completed to locate it.
DEL MAR COLLEGE  CORPUS CHRISTI, TEXAS

INITIATING DEPT: Use Dept Name by: Joe Doe  PHONE Ex+9999  DATE 6/27/05

TO: PURCHASING DEPARTMENT

Has physical move been completed?  □ Yes  □ No  □ NA

<table>
<thead>
<tr>
<th>Equipment Inventory Number</th>
<th>Quantity</th>
<th>ARTICLE</th>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>51775</td>
<td>1</td>
<td>Dell laptop</td>
<td>Hh</td>
<td>111</td>
</tr>
</tbody>
</table>

Remarks/PO or RMA #: Stolen Report has been filed with Security 1500 attachment.

ETR Purpose (Check One)  Inventory Adjustment Report  Equipment Transfer  Hand Receipt  Shipped  Delivered from Warehouse  Return To Vendor

Status of Material (Check One)  Active (in Use)  Lost  Scrap  Credit  Exchange  Warranty

Stolen  Scrap  Misc

Releasing Dept:  By: X  Receiving Dept:  By:  Date: 6/27/05
Example #2 – Equipment Transfer
  o Equipment Transfer changes the physical location and/or the department responsible for inventory control.
  o Sample is to request a change in the room location as well as the department responsible for inventory control.
  o Equipment Transfer can cover either or both situations.
### Equipment Transaction Record

**Initiating Dept.:** [Department Name]  
**By:** Jane Doe  
**Phone Ext:** 9998  
**Date:** 6/27/05

**To:** PURCHASING DEPARTMENT

- Has physical move been completed? [ ] Yes  [ ] No  [ ] NA

<table>
<thead>
<tr>
<th>Equipment Inventory Number</th>
<th>Quantity</th>
<th>ARTICLE</th>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>4778</td>
<td>1</td>
<td>Dell desktop</td>
<td>USC 135</td>
<td>USC 144</td>
</tr>
</tbody>
</table>

**Remarks/PO or RMA #**

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**ETR Purpose (Check One):**  
- [ ] Inventory Adjustment Report  
- [x] Equipment Transfer

**Status of Material (Check One):**  
- [x] Active (In Use)  
- [ ] Surplus (For Re-issue)  
- [ ] Stored

**Releasing Dept.:** [Department Name]  
**By:** Jane Doe  
**Date:** 6/27/05

**Receiving Dept.:** IT  
**By:** [Signature]  
**Date:** 6/27/05

**Delivered from Warehouse:**  
[ ]

**Shipped:**  
[ ]

**Returned to Vendor:**  
[ ]

**Credit Exchange Warranty:**  
[ ]
Example #3 – Hand Receipt
   o Hand Receipt is for temporary transfer to another location and/or department and does not change the room location or the department responsible for inventory control.
   o Sample is for an item being sent to Electronic Repair.
   o Department completes the “Releasing Dept” section when the item is picked up.
   o Electronic Repair completes the “Receiving Dept” section when item is picked up or delivered to Electronic Repair.
   o Both departments sign in the opposite location upon return of the item.
<table>
<thead>
<tr>
<th>Equipment Number</th>
<th>Quantity</th>
<th>ARTICLE</th>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>35640</td>
<td>1</td>
<td>Audio cassette duplicator</td>
<td>VB</td>
<td>MSC</td>
</tr>
</tbody>
</table>

**Remarks/PO or RMA #:** Duplicator has no power when ON button pushed.

**ETR Purpose (Check One):**
- [ ] Inventory Adjustment Report
- [ ] Equipment Transfer
- [x] Hand Receipt
- [ ] Shipped
- [ ] Delivered from Warehouse
- [ ] Return To Vendor

**Status of Material (Check One):**
- [x] Active (In Use)
- [ ] Surplus (For Reissue)
- [ ] Stored
- [ ] Lost
- [ ] Stolen
- [ ] Scrap
- [ ] Misc.

**Relieving Dept:**
- NAME: By **Joe Doe**
- Date: **6/27/05**

**Receiving Dept:**
- NAME: By **John Doe**
- Date: **6/27/05**

**ELEC REPAIR:**
- NAME: By **John Doe**
- Date: **6/27/05**
Example #4 – Return to Vendor
  o Return to Vendor is for items acquired with a purchase order.
  o All of the following information **MUST** be on the ETR.
  o Vendor’s shipping address (no PO Box unless the item can be returned via the Postal Service).
  o Original purchase order number.
  o Return Material Authorization (RMA) number.
  o Type of return.
    • Credit – the College will receive credit and the Vendor will **not** send a replacement item.
    • Exchange – the Vendor will send a replacement. The ordering department will need to request a change order for the purchase order if there will be a different item sent as a replacement.
    • Warranty – the item is covered and the Vendor will repair or replace and return the item to the College.
  o Reason for the return.
    • Did the vendor ship the wrong item?
    • Did the end user order the wrong item?
    • Was the item damaged?
    • ETC.
  o How the material will be returned to the vendor.
    • Ship via UPS, FEDEX or motor freight.
      o Provide an account number for the freight charges.
    • The vendor will issue a Call Tag. The vendor arranges for the freight company to pick up the material and pay the charges.
    • Department will deliver the material to the vendor.
**Equipment Transaction Record**

**Initiating Dept.:** IT  
**By:** JENNIFER  
**Phone:** 2330  
**Date:** 6/27/05  
**To:** Purchasing Department

Has physical move been completed?  
- [ ] Yes  
- [ ] No  
- [ ] NA

<table>
<thead>
<tr>
<th>Equipment Inventory Number</th>
<th>Quantity</th>
<th>Article</th>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>128MB Memory Module</td>
<td>MSC</td>
<td>144 VENDOR</td>
</tr>
</tbody>
</table>

```
Rocky Mountain RAM  
917 Front ST Suite 100  
Louisville CO 80027
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Remarks/PO or RMA #: PO 86078  RMA 61330  Fed Ex #: 17193179-7

Wrong Item in Package

- [X] ETR Purpose (Check One):  
  - [ ] Inventory Adjustment Report  
  - [ ] Equipment Transfer  
  - [ ] Hand Receipt  
  - [ ] Shipped  
- [X] Delivered from Warehouse  
- [ ] Return To Vendor

- [X] Status of Material (Check One):  
  - [X] Active (In Use)  
  - [ ] Surplus (For Re-issue)  
  - [ ] Stolen  
  - [ ] Lost  
  - [ ] Scrap  
  - [ ] Misc.

By: JENNIFER  
Date: 6/27/05