

# CHANGE OF LOCATION OF INVENTORY FORM

**CHANGE OF LOCATION OF INVENTORY FORM MUST BE COMPLETED AND FAXED WITHIN 48 HOURS AFTER AN ITEM IS MOVED. Please fax the completed form to Admin Office/Attn: Cathy Rice (423-472-4823). If no fax machine is available, you can call Cathy at 423-303-3519 or e-mail her at [cathy@fratn.com](mailto:cathy@fratn.com) with the information.**

ITEM \_\_\_\_\_

INVENTORY #: \_\_\_\_\_

**CHANGED FROM:**

LOCATION/CENTER \_\_\_\_\_ ROOM \_\_\_\_\_

**MOVED TO:**

LOCATION/CENTER \_\_\_\_\_ ROOM \_\_\_\_\_

MOVED BY: \_\_\_\_\_

DATE MOVED: \_\_\_\_\_