

JACKSONVILLE STATE UNIVERSITY
INVENTORY CONTROL

TO: Inventory Manager
Comptroller

DATE: _____

FROM: Maintenance Manager

| | ITEM 1 | ITEM 2 | ITEM 3 | ITEM 4 |
|--------------------|--------|--------|--------|--------|
| DESCRIPTION | | | | |
| MATERIAL COST | | | | |
| LABOR AND BENEFITS | | | | |
| TOTAL COST | | | | |
| ACCOUNT NO. | | | | |
| BUILDING | | | | |
| ROOM NUMBER | | | | |