

## ANNUAL INVENTORY OF EXPENDABLES

**DATE:** \_\_\_\_\_

**TO:** [MSU.INVENTORY@MURRAYSTATE.EDU](mailto:MSU.INVENTORY@MURRAYSTATE.EDU)
**FROM:** \_\_\_\_\_  
 (Dean, Chairman or Director)

 \_\_\_\_\_  
 (Department)

**LN** \_\_\_\_\_  
 (Location Number)

**PERSON TO CONTACT:** \_\_\_\_\_ **PHONE NO.** \_\_\_\_\_

<i>Supply Categories</i>	<i>Office/ Classroom</i>	<i>Dollar Value</i>	<i>Supply Categories</i>	<i>Office/ Classroom</i>	<i>Dollar Value</i>
1. Air Condition & Refrigeration			18. Janitorial, Maintenance Stock (Brooms, Mops, waxes, strippers, cleaners, etc.)		
2. Athletics (All sports, recreation, Trainer supplies, etc.)			19. Linens (Pillowcases, sheets, blankets, spreads, etc.)		
3. Automotive (Parts, tires, filters, etc.)			20. Lumber & Paneling (Celotex, insulation, sheetrock, etc.)		
4. Books (Main library to include departmental library)			21. Medical (Drugs, vaccine, bandages, etc.)		
5. University Bookstore stock			22. Metals (Sheets, rods, pipes, ingots, bands, etc.)		
6. Chemicals (Lab)			23. Office (Pens, pencils, ribbons, staples, clips, etc.)		
7. Chemicals, Other (Pesticide, insecticides, purifiers, fertilizers, etc.)			24. Paints & Varnishes (Thinners, lacquers, oils, brushes, etc.)		
<b>8. ** COMPUTER SOFTWARE</b>			25. Paper (Bond, memo, Xerox, letterhead, printed forms, etc.)		
9. Electrical & Electronic (Wire, bulbs, tubes, conduit, switches, sockets, etc.)			26. Petroleum Products (Oils, Lubricants, fuels, antifreeze, etc.)		
10. Farm (Livestock)			27. Photographic (Film, solutions, paper, bulbs, etc.)		
11. Farm (Feed & Seed)			28. Plumbing		
12. Food Service (Food items)			29. Printing (Ink, plates, solutions, etc.)		
13. Food Supplies (Other supplies)			30. Tools & Instruments (Hammers, pliers, scissors, timers, etc.)		
14. Gases, Compressed			31. Welding		
15. Glass, Replacement (Doors, windows, etc.)			32. Other:		
16. Glassware, Lab (Test tubes, bottles, beakers, thermometers, etc.)			33. Other:		
17. Hardware (Nails, nuts, bolts, hinges, handles, etc.)			34. Other:		

\*\* This is for Insurance Purposes. An estimated value of all software in the department should be provided.