

*Laserfiche Inventory Folders*

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- 5.02.09.01.1 Certification of Annual Inventory
  - By Agencies
  - By Units
- 5.02.09.01.2 Completed Certified Annual Inventory
  - By Agencies
  - By Units
- 5.02.09.02 Equipment Location Documents
  - Property Used Away from Assigned Location Form (also includes Loan & Repair Form)
  - Request to Relocate Asset Forms
- 5.02.09.03 Equipment Removed from Inventory
  - Transfer Forms
  - Deletion Requests
  - Request to Sell
  - Equipment Sold
- 5.02.09.04 Lot and Stolen Property Report
  - By Agencies
  - By Units
- 5.02.09.05 Livestock Inventory
  - By Units
- 5.02.09.06 Reclassification / Adds / Gifts
  - Reclassification
  - Adds
  - Gifts