

**MARYMOUNT MANHATTAN COLLEGE  
WAREHOUSE INVENTORY LIST**

DEPARTMENT: \_\_\_\_\_ DESTROY DATE: \_\_\_\_\_  
 BAR CODE NUMBER : \_\_\_\_\_ DATE REC'D BY MAILROOM : \_\_\_\_\_

**INSTRUCTIONS:**

- 1 - PLEASE TYPE OR BOLD PRINT.
- 2 - CLEARLY DESCRIBE CONTENTS OF EACH BOX & INCLUDE DESTROY DATE.
- 3 - PREPARE ONE INVENTORY SHEET PER BOX.
- 4 - KEEP ORIGINAL FOR YOUR RECORDS.
- 5 - SECOND COPY GOES INSIDE THE BOX & THIRD COPY IS FOR MAILROOM PERSONNEL.
- 6 - PLACE BAR CODE IN THE DESIGNATED AREA ON EACH BOX.
- 7 - LABEL BOX WITH DESCRIPTION, DESTROY DATE & DEPARTMENT.

DESCRIPTION OF CONTENTS	DATE OF DOCUMENTS

PREPARED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

DEPT. MANAGER: \_\_\_\_\_ DATE: \_\_\_\_\_