

## ATTACHMENT H

### NMSBDC Inventory Submission Form

Please complete this form for any controlled supplies that are/were purchased with SBDC program funds (including program income) after January 1, 2024. Submit this form for each new controlled supply purchase along with the required supporting documents to the Database Analyst, Julianna Gutierrez, [julianna.gutierrez@sfcc.edu](mailto:julianna.gutierrez@sfcc.edu) and copy your assigned ASD in the communication. Any questions concerning inventory, and this form should be directed to the Database Analyst.

Controlled Supplies to be inventoried:

- Tangible property with a high potential for loss **and** a per-unit acquisition cost of \$500 or more such as an expensive monitor, printer, desktop computer, etc.
- Regardless of per-unit acquisition cost **all** iPads, tablets, laptops, cellphones, and projectors.

**Controlled Supply Details:**

Item Name/Description: \_\_\_\_\_

Vendor Purchased From: \_\_\_\_\_

Purchase Price: \_\_\_\_\_

Brand: \_\_\_\_\_

Model/Serial Number: \_\_\_\_\_

Subcontracted Institution Full Account Number Used for Purchase: \_\_\_\_\_

Purchase Method: SBDC Program Funds  Program Income Account

Subcontracted Institution Asset Tag Number (if applicable): \_\_\_\_\_

Usage:

Office use: Assigned to \_\_\_\_\_

Remote Use: Assigned to \_\_\_\_\_

Address to send NMSBDC asset tags (to be placed on each controlled supply purchased):  
\_\_\_\_\_  
\_\_\_\_\_

**Supporting Documents:**

Please ensure the following documents are attached with this form:

- Purchase confirmation (purchase order and/or invoice)
- Any applicable warranties

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#### **Next Steps**

1. Asset Tagging:
  - After submission of this form and supporting documentation, the Database Analyst will contact the subcontracted SBDC center to coordinate asset tag placement of the controlled supply.
2. Documentation of Asset Tagging:
  - Once the controlled supply has been tagged, provide the following:
    - A picture of the controlled supply
    - A close-up picture of the asset tag and serial number.
3. Submission of Tagging Confirmation:
  - Send the pictures to the Database Analyst to log the controlled supply into the NMSBDC inventory management system, Asset Tiger.