

**INSTITUTE OF JAMAICA**  
**MOVEMENT OF INVENTORY**

Division: \_\_\_\_\_

Date of movement: \_\_\_\_\_ Expected date of return \_\_\_\_\_

Location from: \_\_\_\_\_

Location to: \_\_\_\_\_

Item: \_\_\_\_\_

Serial number: \_\_\_\_\_

Reason for movement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_  
Head of Division

Date: \_\_\_\_\_

Date Return: \_\_\_\_\_

Signed by: \_\_\_\_\_

- Kindly forward this copy to the Office Manager on dispatch of item