**[A picture containing text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11311&utm_source=integrated+content&utm_campaign=/content/inventory-form-templates&utm_medium=Inventory+Checkout+Form+doc+11311&lpa=Inventory+Checkout+Form+doc+11311&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)INVENTORY CHECKOUT FORM**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| DEPARTMENT |  | CHECKOUT FORM | | | | | |
| CONTACT PERSON |  | **YOUR  LOGO** | | | | | |
| CONTACT PHONE |  |
| CONTACT  EMAIL |  |
| APPROVED BY **DEPT HEAD** |  |  | DATE OF ORDER | |  | | |
| APPROVED BY **BUDGET APPROVAL** |  |  | DATE APPROVED | |  | | |
| RECEIVED BY |  |  | DATE RECEIVED | |  | | |
|  |  |  |  | | | |  |
| **ITEM NO.** | **DESCRIPTION** | | **QTY** | **UNIT PRICE** | | **TOTAL** | |
|  |  | |  |  | |  | |
|  |  | |  |  | |  | |
|  |  | |  |  | |  | |
|  |  | |  |  | |  | |
|  |  | |  |  | |  | |
|  |  | |  |  | |  | |
|  |  | |  |  | |  | |
|  |  | |  |  | |  | |
|  |  | |  |  | |  | |
|  |  | |  |  | |  | |
|  |  | |  |  | |  | |
|  |  | |  |  | |  | |
|  |  | |  |  | |  | |
|  |  | |  | **SUBTOTAL** | |  | |
| COMMENTS |  |  |  | | | |  |
|  | | | | | | | |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |