



SouthEast Wisconsin Master Gardeners  
**INVENTORY UPDATE REQUEST**

Complete this form to add, change, or delete items from the inventory database.  
Please give to **Diane Thieme** or email her at **dianet1@execpc.com**

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

Requestor/Contact: \_\_\_\_\_

**Type of Change Needed:**

Delete Existing Item, ID # \_\_\_\_\_

Change Information for an Existing Item, ID # \_\_\_\_\_

Add New Item, ID # \_\_\_\_\_ (Leave Blank)  
*For Staff Use Only*

Date Item was Acquired: \_\_\_\_\_

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

Description: \_\_\_\_\_

Model No.: \_\_\_\_\_ Serial No.: \_\_\_\_\_

Storage Location: \_\_\_\_\_

Can this item be loaned?  Yes or  No

Is this item for a specific project?  Yes or  No

Please list the project(s): \_\_\_\_\_

Who is responsible for this item? \_\_\_\_\_

Please provide any additional notes you would like included in the database.