

EQUIPMENT INVENTORY

December 31, ____

Governing Body

Office Location _____

This is to certify that the following is a true list of property owned by our Governing Body on the date indicated above.

Signed _____
(Chair)

Read instructions on back before preparing this inventory.

Description of item	No. of Items	Date Acquired	Original Cost	Disposition

Description of item	No. of Items	Date Acquired	Original Cost	Disposition

Description of item	No. of Items	Date Acquired	Original Cost	Disposition

Give location of equipment which is not usually kept at this office location or laboratory.

INSTRUCTIONS

1. Include a complete description of each item of equipment: serial numbers of computers, typewriters, adding machines, automobiles, etc. The description should be sufficient so that the item may be identified by any person not familiar with it. Description may include color, brand name, name of manufacturer, etc.
2. Include only those items whose original cost was \$500.00 or more.
3. Designate items that are not usually kept in office or laboratory by star (*). Note usual location for these items in section above.
4. Record items in last year's inventory which have been discarded, lost, traded or stolen and make appropriate notation in disposition column. After such items are accounted for, they will be dropped on the next year's inventory.
5. Prepare two copies. File one copy in permanent record file. Mail one copy to Area Extension Director's Office by January 15.