****

**Equipment Inventory Form**

(Purchase $500.00 - $4,999.00)

**Office of Title III Programs**

Vail Hall, First Floor

Phone: 484-365-7293

|  |
| --- |
| Purchase Requisition No. |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date: | | | | | | Activity Director: | | | | | |
| Activity Name: | | | | | | | | | **Account Code:** | | |
| Condition of Equipment: | | | **New** | | | | | | Used | | |
| Other Comments on Equipment: | | | | | | | | | | | |
| Description | **Manufacturer** | **Serial #** | | | **Unit Price** | | **TLU Tag #** | **Location** | | | **Title III Tag #** |
|  |  |  | | |  | |  |  | | |  |
|  |  |  | | |  | |  |  | | |  |
|  |  |  | | |  | |  |  | | |  |
|  |  |  | | |  | |  |  | | |  |
|  |  |  | | |  | |  |  | | |  |
|  |  |  | | |  | |  |  | | |  |
|  |  |  | | |  | |  |  | | |  |
|  |  |  | | |  | |  |  | | |  |
|  |  |  | | |  | |  |  | | |  |
|  |  |  | | |  | |  |  | | |  |
|  |  |  | | |  | |  |  | | |  |
|  |  |  | | |  | |  |  | | |  |
|  |  |  | | |  | |  |  | | |  |
| By signing below, I certify that the equipment or furniture items were received and will notify Title III Administration of any changes in location or use. I also understand that I am responsible for this item and will ensure adequate safeguards to prevent damage and theft. | | | | | | | | | | | |
| Dept. Head/Activity Director (Type Name) | | | | **Dept. Head/Activity Director (Signature)** | | | | | | **Date** | |
| Title III Director (Type Name) | | | | **Title III Director (Signature)** | | | | | | **Date** | |