TRENT UNIVERSITY
Financial Services

EQUIPMENT INVENTORY CONTROL FORM

INSTRUCTIONS

The Purchasing Office maintains an equipment inventory database. Please use this form to notify Purchasing of the disposal of equipment or the movement of equipment to another location or account holder.
Note: All disposals require approval of the Department Head or Account Holder.

Please complete appropriate sections(s).
Use one form per item.
Return to Purchasing Services, Blackburn Hall.

SECTION ONE

TO REQUEST DISPOSAL OF EQUIPMENT

Equipment Description: _____

Make & Model#: _____

Serial Number: _____

Status of Equipment (check where applicable): Surplus ____ Obsolete ____

Condition of Equipment (check where applicable): Excellent ____ Working ____ Repairable ____ Not repairable ____

X _____ ____/____/____
SIGNATURE OF DEPARTMENT HEAD OR ACCOUNT HOLDER — DATE (yyyy/mm/dd)

_____ _____
PRINT NAME — DEPARTMENT (Please Print)

SECTION TWO

TO REPORT MOVEMENT OF EQUIPMENT

Equipment Description: _____

Make & Model#: _____

Serial Number: _____

Moved From (Dept/Room#/College): _____ TO (Dept/Room#/College) _____

X _____ ____/____/____
SIGNATURE OF DEPARTMENT HEAD OR ACCOUNT HOLDER — DATE (yyyy/mm/dd)

_____ _____
PRINT NAME — DEPARTMENT (Please Print)

FOR PURCHASING OFFICE USE ONLY

Method of Disposal: To Be Sold ____ Traded ____ Reallocated ____ Donated ____ Scrapped ____

Inventory#: _____

If you have any questions, please contact Purchasing Services at ext. 1203, or email *purchasing@trentu.ca* Please forward your completed form to the Purchasing Office, Blackburn Hall.