

EQUIPMENT INVENTORY FORM

EMPLOYEE/TEACHER NAME: _____ **ROOM #** _____

It is time to complete our 2008-2009 Annual Equipment Inventory Audit Report.

We must have cooperation from all members of the faculty and staff to complete this in an efficient manner.

- **EVERYONE** is required to complete this form for their room, office, or other work area.
- Department chairs should complete an additional form for all equipment in your respective work rooms.
- ***Please note when reporting computers on this form, monitors and bases/towers (CPU) will have separate numbers (list them separately and record one number per item). Also, list all items on a media cart separately (example: LCD player, VCR, TV, Monitor, etc.).***
- *MCS numbers are usually in red on white stickers.*
- **ALL** equipment must be listed...computers, monitors, overhead projectors, tape players, vcrs, dvd players, digital cameras, video cameras, televisions, cd players, printers, scanners, smart boards, and anything else with an MCS number.
- **DO NOT** list furniture (desks, tables, chairs, etc.) on this form!

Please complete this form and return to Mrs. Carr-Bland or Mrs. Cooley NO LATER THAN WEDNESDAY, MARCH 11th!

<i>DESCRIPTION</i>	<i>BRAND</i>	<i>MCS ID #</i>	<i>SERIAL #</i>	<i>COMMENTS</i>
<i>Example: Monitor</i>	<i>Dell</i>	<i>B03677</i>	<i>MY0Y1352476034ASFV0F</i>	<i>Mrs. Cooley's Desk</i>
<i>Example: CPU</i>	<i>Dell</i>	<i>B03680</i>	<i>HP1Y861</i>	<i>Mrs. Cooley's Desk</i>

More space on back if needed...Make additional copies if needed.



