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**TITLE III**

**EQUIPMENT INVENTORY FORM**

**GRANT PERIOD: 2022-2027**

|  |
| --- |
| **Date: 10/17/2022** |
| **Activity Title:** Choose your activity | | **Activity#:** Choose your activity number. |
| **Activity Director:** | | **Reporting Period:** Choose a reporting period |

***Note: Lists those items with an acquisition cost of $5,000 or more. Title III office requires that all computers, laptops, and printers be listed if purchased with Title III funds during this grant period.***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Equipment**  **Description** | **Model or**  **Serial #** | **Title III TAG#** | **SSU**  **ID#** | **Date**  **Purchased** | **Purchase Price** | **Equipment Location**  **(Bldg., Room)** | **Equipment Disposition**  **(Transferred, Stored, Lost)** |
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This is to verify that I have physically confirmed that the items listed above are located in the building/room indicated.

I understand that I will have to verify these items for physical inventory purposes so that the property records remain updated.

**Activity Director Date**

**Title III Director Date**