

Date revised: 5-26-16

COMPLETE THIS SECTION FOR ALL ACTIONS

| | | | |
|----------------------|-------------------------------|--------------------------|------------------------|
| Date | Tag # (A and 6 digits) | Dept # (5 digits) | Department Name |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

PURCHASE

Laptops, IPADS, tablets and other devices that typically go off campus are owned by the college, regardless of the funding source. By signing this document, I accept responsibility for safekeeping of this equipment. I also accept that the College may hold me financially liable for repair or replacement if this equipment is damaged or lost while in my possession.

| | |
|-----------------------|----------------------------|
| Custodian Name | Custodian Signature |
| <input type="text"/> | <input type="text"/> |

Physical Location of New Equipment (Bldg & Room)

Attach invoice or purchase order and highlight the following items on it, or list them below

| | |
|--|----------------------|
| Vendor | <input type="text"/> |
| Manufacturer | <input type="text"/> |
| Model/Year | <input type="text"/> |
| Serial # | <input type="text"/> |
| VIN # if vehicle | <input type="text"/> |
| Account # (xx-xxxx-xx-xxxx-xxxx) | <input type="text"/> |
| Cost (include all components required for item to function as intended) | <input type="text"/> |

Description

Enter the description that should be used in the equipment list. The description column is used for sorting, so list the generic description, followed by specifics. Examples follow.

| | | |
|-------------------------------|-------------------------------|------------------------------------|
| <i>Use this:</i> Laptop, Dell | <i>Use this:</i> Welder, spot | <i>Use this:</i> Weights, set of 9 |
| <i>Not this:</i> Dell laptop | <i>Not this:</i> Spot welder | <i>Not this:</i> Set of weights |

***** ATTACH PURCHASE ORDER/INVOICE & RETURN TO ACCOUNTS PAYABLE IN THE BUSINESS OFFICE *****

DISPOSAL OR TRANSFER

If any of the following apply, check the appropriate box. Send this completed form to Accounts Payable in the Business Office. Complete a Facility Work Order for help in moving the item.

| | |
|--------------------------|---|
| <input type="checkbox"/> | recycled or destroyed |
| <input type="checkbox"/> | moved to surplus |
| <input type="checkbox"/> | returned to IT |
| <input type="checkbox"/> | transferred to a new custodian. Complete name and signature blocks in "PURCHASE" section. |
| <input type="checkbox"/> | lost or stolen |

To donate, sell, or trade in items, call the Purchasing Department (Elizabeth Cole, ext 3086). The Board of Education and state regulations required that Purchasing be involved in these transactions.