

OET Workforce Equipment Inventory Control Form Instructions

1. Date	Enter the current date in the MM/DD/YYYY format.
2. Grant Recipient Name	Enter the name of the grant recipient.
3. Subrecipient Name	Enter the name of the subrecipient that owns the equipment (if applicable).
4. Address	Enter the address of the grant recipient/subrecipient.
5. Phone	Enter the phone number, including the area code, of the grant recipient/subrecipient.
6. Email	Enter the email of the grant recipient/subrecipient.
7. Brief Description	Enter a brief description of the equipment.
8. Location of Equipment	Enter the equipment's location (i.e., its address if different from above, room number, floor, etc.).
9. Serial #	Enter the serial # of the equipment. Put N/A if the equipment does not have a serial number.
10. Purchase Price	Enter the purchase price of the equipment.
11. Date of Purchase	Enter the date the equipment was purchased in the MM/DD/YYYY format.
12. Condition of Equipment	Enter the condition of the equipment when it was acquired by selecting whether it was new or used in the checkbox.
13. Vendor Name and Address	Enter the name and address of the vendor from which the equipment was purchased.
14. Source of Funding	Enter the source of the funding.
15. Who Holds Title	Enter the name of the entity that holds the title of the equipment.
16. Signature of Grant Recipient/ Subrecipient Property Officer	The current Grant Recipient/Subrecipient Property Officer must sign the form.
17. Date	Enter the date the Grant Recipient/Subrecipient Property Officer signs the form in the MM/DD/YYYY format.