

OET Workforce Equipment Inventory Control Form Instructions

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| 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. |