

Report of Excess/Unserviceable OET Workforce Equipment 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. Location of Equipment Enter the equipment's location (e.g., its address if different from the one above, room number, floor, etc.).
8. Brief Description of Equipment Enter a brief description of the equipment from the OET Workforce Inventory Listing.
9. Serial # Enter the serial # of the equipment. Put N/A if the equipment does not have a serial number.
10. Acquisition Date Enter the date the equipment was acquired.
11. Acquisition Cost Enter the purchase price of the equipment when it was acquired.
12. Condition of Equipment Enter a description of the current condition of the equipment.