

Report of Excess/Unserviceable OET Workforce Equipment 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. 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. |