

DFA/IT Placement of Computer Inventory

(For OIT Use Only)

DESCRIPTION OF PROPERTY (FROM)

User ID: _____ User Name: _____

Equip Type: _____ Model: _____ Brand: _____

Serial No./Service Tag: _____ Express Service Code: _____

Building: _____ Floor: _____ Office: _____

Office/Cubicle No.: _____ Inventory Class: _____ Bar Code: _____

PLACEMENT OF EQUIPMENT (TO)

New Equipment Notes: _____

Reload/Hold Placement: _____

Damaged/Bad Placement: _____

Transfer To: Inventory Class: _____

On Loan Anticipated Return Date: _____

User ID: _____ User Name: _____

Building: _____ Floor: _____ Office: _____

Office/Cubicle No.: _____ Notes: _____

User Signature: _____

EQUIPMENT PLACEMENT DATE: _____ TECH: _____

WHEN EQUIPMENT IS **"DAMAGED / BAD"** MAKE SURE UNITS ARE MARKED.

POST A SHEET WITH ALL EQUIPMENT