

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: \_\_\_\_\_

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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