

Sticker Was Put on Item:
By: _____
Date: _____

ASSIGNED
INVENTORY # _____
Date Assigned: _____

FAMILY RESOURCE AGENCY INVENTORY FORM

Please fill out this form as completely as possible. **INVENTORY FORMS MUST BE COMPLETED AND FAXED WITHIN 48 HOURS AFTER RECEIVING AN ITEM.** Fax completed forms to Admin Office/Attn: Cathy Rice (423-472-4823). If there is not a fax machine, you can call Cathy at 423-479-9339 ext. 19 or e-mail her at cathy@fratn.com with the information.

PLEASE CIRCLE THE ONE THAT APPLIES: **ADDITION** **DELETION**

Department _____ Location/Center* _____ Room* _____

*Please be sure to use CORRECT CODE NAME/NUMBER

Item Description _____

For Computers Only: Operating System: _____ Processor: _____ **X** _____
Cores: _____ CPU Speed: _____ Memory (RAM) _____

Serial # _____ Model # _____

P.O. # _____ Check # _____ Cost _____ Funding Source _____

Condition: New Good Poor Unusable Purchase Date: _____

Vendor: _____ Person who purchased product: _____

For Deletions, please fill out this section in addition to the top section. If a deletion is being recommended, the Department, Description, Purchase Date, Cost & Assigned Inventory Number **MUST BE COMPLETED.**

Date _____

Requested by _____

Explain reasons why deletion is recommended _____

What will be done with this item? _____

Approved: ___ Not Approved: ___ CEO's Signature: _____ Date: _____

Place old inventory sticker here

THE FOLLOWING ITEMS NEED TO BE INVENTORIED:

1. **Any piece of equipment that costs \$5000 or more.** Examples include vehicles and copiers. Items that are built in or permanently affixed to a building such as central heat/air units, built-in cabinets, roof, etc. are considered to be building improvements and are **not** put on the inventory.
2. **Sensitive minor equipment items that cost \$100 or more.** *No matter what an item is, if it costs less than \$100 it is not put on the inventory.* The following items are considered to be sensitive minor equipment. Do not add any items not included on this list unless directed by the CEO.

Answering Machines

Calculators

Cameras

Cassette Players

CD Players

Computer Battery

 Backup Units

Computers

Copiers

DVD Players

Fax Machines

Hearing Screeners

Laminators

Leaf Blower

Microwave Ovens

Monitors

PA Systems

PDA's

Pressure Washers

Printers

Projectors

Radios

Record Players

Rug Shampoos

Scanners

Tape Recorders

Tillers

Transcription Kit

TV's

Typewriters

Vacuum Cleaners

VCR's

Vision Screeners

(revised 05/06/08)