

**Attachment C**

**Fashion Institute of Technology  
Inventory Control Form  
For Computer Related and Audio-Visual Equipment**

(Includes: computers, CRT monitors, plasma and liquid crystal display screens, printers, keyboards, fax machines, chargers and audio-visual equipment)

This form is used to request the permanent transfer, storage or disposal of electronic equipment. After completing the form the department head should call extension 7-HELP to arrange for IT support staff to either transfer the equipment to another location on campus or to determine the condition of the equipment for re-distribution within the College or for disposal as unwanted electronic equipment. For all requests to transfer, move to storage or to dispose of this equipment, the requesting department's completed form will be used by IT support staff to document the condition of the equipment being removed from the department.

*IT support staff will sign-off on the form, affix a copy to each piece of equipment and provide copies of the form to the requesting department before submitting the original signed form to Operational Services, ATTN: Asset Management.*

Under no circumstances should any computer related and audio-visual equipment be permanently removed from a department without the approval and assistance of IT support staff. In addition, no department is authorized to cannibalize parts from unworkable computer related and audio-visual equipment. This can only be done by the IT Department.

Department Name/ Number \_\_\_\_\_

Contact Name \_\_\_\_\_ Building \_\_\_\_\_ Room No. \_\_\_\_\_

Phone # 7- \_\_\_\_\_ Date: \_\_\_\_\_

FIT Asset Tag #	Serial #	Description	Hard Drive (Y/N)	From Location	To Location

Department Chair/Director Approval \_\_\_\_\_ Date \_\_\_\_\_

**BELOW FOR IT USE ONLY**

IT Department Approval \_\_\_\_\_ Date \_\_\_\_\_

- Transfer Computer/Audio-Visual Equipment to another Campus Location
- Scrap Computer/Audio-Visual Equipment for Disposal (must remove computer hard drive)
- Assign Computer/Audio-Visual Equipment to IT Storage