UTAH STATE UNIVERSITY

Changes to Equipment Inventory Record

Department Name _____ Department Head Signature _____

Contact _____ Phone _____

In order to maintain accurate equipment inventory information, changes to any of the following information should be completed and submitted on a regular basis as equipment is relocated or responsible persons change. Updating this information on a more frequent basis will aid the annual verification of your departmental inventory.

Inventory #	Item Description	Responsible Person	Location (bldg/room)	Date of change

Equipment Management Services; Phone 797-1999, FAX 797-1077, UMC 2400

Rev. 1/2009