

# GovDeals Surplus Equipment Inspection Form

**Purchasing Use Only:**

Inventory ID \_\_\_\_\_

Date Item Posted to Website \_\_\_\_\_

Location of Asset: \_\_\_\_\_

For more information contact: \_\_\_\_\_

Short Description (example- desk, chair, microfilm reader etc.) \_\_\_\_\_

## Furniture and Equipment

Detailed Description of Item: \_\_\_\_\_

**Please check one:**

This equipment  Works  Need repair  Condition unknown

Other \_\_\_\_\_

Repairs needed: \_\_\_\_\_

Manufacturer or Brand Name: \_\_\_\_\_ Approximate Value of Equipment: \$ \_\_\_\_\_

## Computer Equipment

**Please check one:**

Condition is:  Operable  Needs repair  Condition unknown

Repairs needed: \_\_\_\_\_

Total number of Monitors: \_\_\_\_\_ Total number of CPU's: \_\_\_\_\_

Total number of Keyboards: \_\_\_\_\_ Total number of Printers: \_\_\_\_\_

Approximate Value of Equipment: \_\_\_\_\_

Other Equipment: Description \_\_\_\_\_

Manufacturer \_\_\_\_\_ Model \_\_\_\_\_ Serial # \_\_\_\_\_

***NOTE: IT IS THE DEPARTMENTS RESPONSIBILITY TO ERASE AND OR RE-FORMAT ALL COMPUTER HARD DRIVES.***

**Purchasing Use Only:**

Pictures: Views/Picture # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_

**Reminder:** Do not close items on or surrounding a holiday, on Friday nights, or weekends. Stagger closing times by 10 minutes.