



## OFF CAMPUS EQUIPMENT VERIFICATION WORKSHEET

**Purpose:** All trackable equipment located off-campus must be accounted for during the physical inventory process. If you have UAH - owned or government-owned equipment at an off campus location, you must complete this worksheet.

**To be completed by the person with custody of equipment at a location other than the UAH campus.** The following pieces of equipment are assigned to your custody. Please fill out all fields below and **return completed form to UAH Asset Management at the address listed below.**

Asset Tag	Description	Serial Number	Condition Code	Complete Off-campus Location Address	Comments

I hereby certify the equipment was physically verified and the information listed above is current, accurate and complete.

Printed Name:	Signature:	Date:
---------------	------------	-------

Note: In the event of large lists a separate spreadsheet listing of equipment may be attached.

- |   |   |
|---|---|
| <p><b>Condition Codes:</b> 101 - Unused and in good condition<br/>         102 - Unused and in fair condition<br/>         103 - Unused and in poor condition<br/>         201 - In use and in good condition<br/>         202 - In use and in fair condition<br/>         203 - In use and in poor condition</p> | <p>LST - Item Missing or lost (indicate which in comments)<br/>         R01 - Good condition some repair required<br/>         R02 - Fair condition some repair required<br/>         R03 - Poor condition some repair required</p> |
|---|---|

If you have questions or need assistance completing this form, call (256) 824-6315

**Unit/Dept. Equipment Custodian:** Submit completed form to: UAH Asset Management, Central Receiving Bldg., Room 100