



## The University of Alabama in Huntsville Off-Campus Equipment Verification Worksheet

### Information and Instructions

- 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.
- This form is to be completed by the person with custody of equipment at a location other than the UAH campus.
- If additional space is needed, a separate spreadsheet listing of equipment may be attached to this form. Include all information requested on this form.
- If you have questions or need assistance completing this form, call 256-824-6315.
- Submit completed form to UAH Asset Management, Central Receiving Building Room 100 or email [assetmgmt@uah.edu](mailto:assetmgmt@uah.edu)

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

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

Custodian Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Condition Codes	
101	Unused; in good condition
102	Unused; in fair condition
103	Unused; in poor condition
201	In use; in good condition
202	In use; in fair condition
203	In use; in poor condition
LST	Item missing or lost (indicate which in comments)
R01	Good condition; some repair required
R02	Fair condition; some repair required
R03	Poor condition; some repair required