

**Fashion Institute of Technology
Inventory Control Form
For Non-Electronic Equipment**

Instructions

Complete and submit this form to Operational Services, Attn: Asset Management for all non-electronic equipment (e.g., furniture, file cabinets, tables and specialized mechanical or laboratory equipment such as sewing machines) that is permanently transferred, scrapped or surplused. For equipment to be transferred or scrapped, the department should submit a work order to ABM Facility Services to transfer to another campus location or pick-up for disposal. For surplus equipment (i.e., in good condition, but excess/not needed), Asset Management will submit a work order to move the equipment into storage. The department must attach a copy of the form to each piece of surplus equipment and store it in a secure area until it is picked-up.

Department Name/ Number: _____

Contact Name: _____ Building: _____ Room No.: _____

Phone #: 7-_____ Date: _____

Type of Inventory Action (Check one box only)

- Transfer Equipment to another Campus Location
- Scrap Equipment for Disposal
- Surplus Equipment for Storage

Condition of Equipment (Check the boxes that apply)

- Good/Usable
- Obsolete
- Broken/Non-repairable
- Excess/Not Needed

Equipment Spreadsheet

FIT Asset Tag #	Serial #	Description	From Bldg/Room	To Bldg/Room

Comments:

Department Chair/Director Approval _____ Date _____