



INVENTORY CONTROL FORM A

(COMPUTER & A/V EQUIPMENTS)

This form is used to request the permanent transfer, storage or disposal of electronic equipment, which includes such things as **computers, CRT monitors, plasma and liquid crystal display screens, printers, keyboards, fax machines, chargers and audio-visual equipment.**

1. Fill out Form including the FIT property barcode number.
2. Have the Department head sign form.
3. Attach a copy to the equipment(s).
4. Call Help Desk (7-TECH) and request removal of equipment by IT.
5. Keep equipment in a secure location until IT comes to remove the equipment.
6. Keep a copy of this form for your records.

Under no circumstances should any computer related and audio-visual equipment be permanently removed from a department without the approval and assistance of IT support staff. In addition, no department is authorized to cannibalize parts from unworkable computer and audio-visual equipments. This can only be done by the IT Department.

Department Name/ Number _____ Contact Name _____

Building: _____ Room No.: _____ Phone # 7- _____ Date: _____

FIT Property Barcode #	Description	Make	Model	Serial No.	Hard Drive (Y/N)	From	To

Department Chair/Director Approval _____ Date _____

BELOW FOR IT USE ONLY

IT Department Approval _____ Date _____

- Transfer Computer/Audio-Visual Equipment to another Campus Location
- Scrap Computer/Audio-Visual Equipment for Disposal (must remove computer hard drive)
- Assign Computer/Audio-Visual Equipment to IT Storage.

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