

# RECORD OF TOOLS, APPARATUS, MACHINERY AND EQUIPMENT

CODE NO. \_\_\_\_\_

OFFICE OR DEPT. OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

## RECORD OF ITEMS ACQUIRED

### (Schedule A)

Name of Item \_\_\_\_\_ Trade Name \_\_\_\_\_

Description \_\_\_\_\_

Item No. \_\_\_\_\_ Serial No. \_\_\_\_\_ Model No. \_\_\_\_\_

If acquired by purchase and County actually has title thereto, give following information:

Date acquired \_\_\_\_\_ Cost \$ \_\_\_\_\_ P.O. No. \_\_\_\_\_ Warrant No. \_\_\_\_\_

Federal Grant money used \$ \_\_\_\_\_ Federal Contract No. \_\_\_\_\_ CFDA No. \_\_\_\_\_

If County does not have title but is holding under lease or rental contract, give following information:

Date of Contract \_\_\_\_\_ Purchase Price as Shown on Contract \$ \_\_\_\_\_ Monthly rental \$ \_\_\_\_\_

Location on Date of Inventory \_\_\_\_\_

Name of Vendor or Lessor \_\_\_\_\_ Address \_\_\_\_\_

Remarks \_\_\_\_\_

## RECORD OF ITEMS DISPOSED OF

### (Schedule B)

Name of Item \_\_\_\_\_

Item No. \_\_\_\_\_ Serial No. \_\_\_\_\_

Indicate whether Sold, Traded or Junked \_\_\_\_\_

Amount received by sale or trade \$ \_\_\_\_\_ Date of Disposition \_\_\_\_\_

To Whom sold or traded \_\_\_\_\_ Address \_\_\_\_\_

Remarks \_\_\_\_\_

## INSTRUCTIONS

When an item is acquired by purchase with no trade in, enter in Schedule "A". When an item is traded in on another item, enter the item so traded in Schedule "B" and the item acquired in Schedule "A". When an item is sold or junked, not traded enter in Schedule "B" and leave Schedule "A" blank. If the date of original acquisition is unknown, enter "on hand".

If exact cost is unknown, enter estimated cost and indicate "Est."