

Utah State University
EQUIPMENT IN STORAGE FORM

NOTE: The department shall keep a copy on file and forward a copy to the Equipment Inventory Office. See contact information at bottom of page.

DEPARTMENT NAME		DEPARTMENT HEAD	
STORAGE LOCATION NAME		STORAGE LOCATION ADDRESS	
DEPARTMENT PHONE	DEPARTMENT HEAD SIGNATURE		

Equipment in Storage

Inventory Number	Item Description	Serial Number	Responsible Person	Date Placed in Storage