

OFF CAMPUS EQUIPMENT VERIFICATION WORKSHEET

To be completed by unit/department Equipment Custodian

Name of Responsible Party	Title	Phone Number	Email Address	Custody Code	Equipment Custodian	Mail Form to: (Custodian's address)

To be completed by the person with custody of equipment at a location other than the UCSC campus . The following pieces of equipment are assigned to your custody. Please fill out all fields below and **return to your unit/dept. equipment custodian at the address listed above .**

Property #	Description	Serial Number	Condition Code	Complete Off-campus Location Address	Comments

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

Printed Name:

Signature:

Purpose: All inventorial equipment located off-campus must be accounted for during the physical inventory process. If you have UC-owned or government-owned equipment at an off campus location, you must complete an Off Campus Equipment Verification Worksheet.

Condition Codes:
First Character

N - New
 E - Used, reconditioned
 O - Used, without reconditioning
 R - Repairs needed

Second Character

1 - Excellent
 2 - Good
 3 - Fair
 4 - Poor

If you have any questions or need help completing this form, call (831) 459-2355

Unit/Dept. Equipment Custodian: Submit completed form along with EQ920 to:
 Attn: Equipment Administration, Mail Stop: Accounting Office

Revised: 8/08