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**Office of Title III**

**Equipment Inventory Report**

Date: Click here to enter a date.

Activity Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Activity Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*The Office of Title III Program will maintain an inventory of all federal equipment costing $5,000 or more. Computers and Microcomputers, laser printers, LCD projectors, digital cameras, laptops, scanners, iPads, and tablets regardless of cost, will be included in the inventory. Items must be tagged and listed on the form.*

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item Description** | **UMES ID**  **Tag #** | **Title III**  **Tag #** | **Serial Number** | **Location** | **Item**  **Cost** | **Date Purchased** | **Comments** |
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