UNIVERSITY OF MARYLAND EASTERN SHORE

OFFICE OF TITLE III PROGRAMS

EQUIPMENT INVENTORY REPORT

Date: _____ Activity Director: _____

Activity Name: _____ Account #: _____

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, tablets regardless of cost, will be included in the inventory. Items must be tagged and listed on the form.

ITEM DESCRIPTION	UMES ID TAG #	TITLE III TAG #	SERIAL #	LOCATION	ITEM COST	DATE PURCHASED	COMMENTS