

## GovDeals Office Equipment Inspection Form

<b>Inventory ID</b> _____	<b>Asset Number</b> _____
<b>Short Description:</b> <b>Manufacturer</b> _____ <b>Model</b> _____ <b>Serial Number:</b> _____	
<div style="display: flex; justify-content: space-between;"><div><b><u>Please fill in or check</u></b></div><div><b>Long Description:</b></div></div> <p><b>This Equipment:</b> <input type="checkbox"/> Is Operable <input type="checkbox"/> Was Operable when Removed from Service (Date Removed: _____) <input type="checkbox"/> Is Not Operable <input type="checkbox"/> Operating Condition Unknown</p> <p><b>Manuals:</b> <input type="checkbox"/> Included <input type="checkbox"/> Not Included</p> <p><b>Software:</b> <input type="checkbox"/> Included <input type="checkbox"/> Not Included</p> <hr/> <p><b><u>Computers/ Monitors</u></b></p> <p><b>Computer: Processor:</b> _____ <b>Speed:</b> _____ <b>RAM:</b> _____ <b>Operating System:</b> _____</p> <p><b>Hard Drive: Size</b> _____ <input type="checkbox"/> Included <input type="checkbox"/> Removed <input type="checkbox"/> Included but Erased (No OS)</p> <p><b>Accessories Included:</b> <input type="checkbox"/> Mouse <input type="checkbox"/> Keyboard <input type="checkbox"/> _____</p> <p><b>Monitor:</b> <input type="checkbox"/> CRT <input type="checkbox"/> Flat Panel <b>Size:</b> _____</p> <hr/> <p><b><u>Printers/ Copy Machines/ Fax Machines</u></b></p> <p><b>This Equipment:</b> <input type="checkbox"/> Prints <input type="checkbox"/> Copies <input type="checkbox"/> Faxes <input type="checkbox"/> Scans</p> <p><b>Interface:</b> <input type="checkbox"/> Parallel Cable Only <input type="checkbox"/> USB Only <input type="checkbox"/> Parallel &amp; USB</p> <p><input type="checkbox"/> Color <input type="checkbox"/> Black &amp; White Only <b>Pages per Minute:</b> _____</p> <p><input type="checkbox"/> Network Card</p> <hr/> <p><b><u>Special/Other Features:</u></b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<b>Location of Asset:</b> _____	
<b>For more information contact:</b> _____	
<b>Reminder:</b> Do not close items on or surrounding a holiday, Fridays, or weekends. Stagger closing times by 10 minutes.	