

GovDeals Office Equipment Inspection Form

Inventory ID		Asset Number
Short Description: Manufacturer <u>Leica</u> Model <u>microscope</u> Serial Number: <u>341180422FW0019</u>		
<u>Please fill in or check</u> Long Description:		
This Equipment: <input type="checkbox"/> Is Operable <input checked="" type="checkbox"/> Was Operable when Removed from Service (Date Removed: <u>2025</u>) <input type="checkbox"/> Is Not Operable <input type="checkbox"/> Operating Condition Unknown		
Manuals: <input type="checkbox"/> Included <input checked="" type="checkbox"/> Not Included		
Software: <input type="checkbox"/> Included <input type="checkbox"/> Not Included		
<u>Computers/ Monitors</u>		
Computer: Processor: _____ Speed: _____ RAM: _____ Operating System: _____		
Hard Drive: Size _____ <input type="checkbox"/> Included <input type="checkbox"/> Removed <input type="checkbox"/> Included but Erased (No OS)		
Accessories Included: <input type="checkbox"/> Mouse <input type="checkbox"/> Keyboard <input type="checkbox"/> _____		
Monitor: <input type="checkbox"/> CRT <input type="checkbox"/> Flat Panel Size: _____		
<u>Printers/ Copy Machines/ Fax Machines</u>		
This Equipment: <input type="checkbox"/> Prints <input type="checkbox"/> Copies <input type="checkbox"/> Faxes <input type="checkbox"/> Scans		
Interface: <input type="checkbox"/> Parallel Cable Only <input type="checkbox"/> USB Only <input type="checkbox"/> Parallel & USB <input type="checkbox"/> Color <input type="checkbox"/> Black & White Only Pages per Minute: _____ <input type="checkbox"/> Network Card		
<u>Special/Other Features:</u> _____ _____ _____ _____ _____ _____ _____		
Location of Asset: <u>1436 Highland Drive Washington NC 27889</u>		
For more information contact: _____		
Reminder: Do not close items on or surrounding a holiday, Fridays, or weekends. Stagger closing times by 10 minutes.		