

# Non-Capital Surplus Property Office Equipment

**Pictures:** Disc \_\_\_\_\_ Views/Picture # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_

## Equipment

Short Description: \_\_\_\_\_  
Manufacture: \_\_\_\_\_ Model: \_\_\_\_\_ Serial Number: \_\_\_\_\_

### Please fill in or check all that applies

#### Equipment:

- Is Operable    Is Not Operable    Operating Condition Unknown  
 Was operable when removed from service on: \_\_\_\_\_

*(List Date :)*

Manuals:    Included    Not Included

Software:    Included    Not Included

Other (List): \_\_\_\_\_

Repairs needed/condition: \_\_\_\_\_

#### Computers / Monitors

Computer:    Is Operable    Is Not Operable

Computer-Processor: \_\_\_\_\_ Speed: \_\_\_\_\_ RAM: \_\_\_\_\_ Operating System: \_\_\_\_\_

Hard Drive Size: \_\_\_\_\_    Included    Removed    Included but erased (no operating system)

Mouse:    Included    Not included   **Keyboard:**    Included    Not Included

Monitor:    Included    Not Included    Is Operable    Is Not Operable

Style:    CRT    Flat Panel   **Size:**    15"    17"    19"    21"    Other: \_\_\_\_\_

#### Printer/Copier/Fax Machine

Is Operable    Is Not Operable    Color \_\_\_\_\_    Black & White (only) \_\_\_\_\_  
*Pages per minute*   *Pages per minute*

Equipment:    Prints    Copies    Faxes    Scans

Interface:    Parallel Cable only    USB only    Parallel & USB    Network Card

Other: \_\_\_\_\_

#### Special/Other Features:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department: \_\_\_\_\_

Supervisor authorizing disposal: \_\_\_\_\_ Date: \_\_\_\_\_

Department Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Approved for disposal                       not approved for disposal