**Office/Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **Office Equipment for Repair** | **Serial Number (if applicable)** | **Date Acquired** | **Remarks**  **(Whereabouts)** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Equipment for Condemnation/Disposal** | **Serial Number (if applicable)** | **Date Acquired** | **Remarks**  **(Whereabouts)** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Semi-Expandable Gadgets for Condemnation/Disposal** | **Serial Number (if applicable)** | **Date Acquired** | **Remarks**  **(Whereabouts)** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |