

**GRAMBLING STATE UNIVERSITY
TITLE III PROGRAM
EQUIPMENT INVENTORY REPORT**

LAA Category:	Focus Area:	Date:	Grant Year:
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Activity Title:	Activity #:
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Department:	Award #	Activity Director:
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Equipment Description	Model #	Location (Building, Office Room)	P.O.#	Purchase Cost	Date Received	Manufacturer Serial #	Title III#	State #	Received By	Assigned To

This document must be completed in its entirety.
 This is to certify that the above equipment has been received in good order and adequate maintenance procedures as detail in EDGAR (74.34) will be maintained.
Guidelines for Use of Title III Computer/Equipment

1. COMPUTER/EQUIPMENT MUST REMAIN IN ABOVE LOCATION.
2. CONSENT OF TITLE III OFFICE IS REQUIRED TO MOVE COMPUTER/EQUIPMENT.
3. ANY DAMAGES OR LOSS TO COMPUTER/EQUIPMENT MUST BE REPORTED TO TITLE III EXECUTIVE DIRECTOR IMMEDIATELY.
4. PERSON USING COMPUTER/EQUIPMENT IS RESPONSIBLE FOR PROPER USE AND MAINTENANCE.
5. FAILURE TO COMPLY WITH THE ABOVE GUIDELINES WILL RESULT IN LOSS OF PRIVILEGE TO USE COMPUTER/EQUIPMENT.

 Inventory Specialist Date Activity Director Date Title III Executive Director Date