



**New York City  
Department of Education**

# Equipment Inventory Card

- Reimbursable Programs  
 Other than Reimbursable Programs

ITEM DESCRIPTION <b>1</b>		ACCOUNT CODE <b>14</b>									
ATTACHMENTS <b>2</b>		LOCATION School Borough District Room <b>15</b>									
MANUFACTURER <b>3</b>		PROGRAM/PROJECT TITLE <b>16</b>									
MODEL NO. <b>4</b>	SERIAL NO. <b>4</b>	SITE ADMINISTRATOR <b>17</b>									
PURCHASE ORDER NO. <b>5</b>	PURCHASE ORDER DATE <b>6</b>	TELEPHONE NUMBER <b>18</b>	DATE <b>19</b>								
VENDOR <b>7</b>		EQUIPMENT CONDITION									
WARRANTY PERIOD		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%;"></td> <td style="width:25%;"></td> <td style="width:25%; text-align:center;"><b>20a</b></td> <td style="width:25%;"></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>				<b>20a</b>					
				<b>20a</b>							
FROM	TO	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%;"></td> <td style="width:25%;"></td> <td style="width:25%; text-align:center;"><b>20b</b></td> <td style="width:25%;"></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>				<b>20b</b>					
		<b>20b</b>									
FUNDING SOURCE <b>9</b>		EQUIPMENT USE									
COST <b>10</b>	% REIMBURSABLE <b>11</b>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%;"></td> <td style="width:25%;"></td> <td style="width:25%;"></td> <td style="width:25%;"></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>									
DATE RECEIVED <b>12</b>		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">EQUIPMENT TRANSFERRED FROM</td> <td style="width:25%;">ACCOUNT CODE</td> <td style="width:25%;">LOCATION</td> </tr> <tr> <td></td> <td></td> <td style="text-align:center;"><b>21</b></td> </tr> </table>		EQUIPMENT TRANSFERRED FROM	ACCOUNT CODE	LOCATION			<b>21</b>		
EQUIPMENT TRANSFERRED FROM	ACCOUNT CODE	LOCATION									
		<b>21</b>									
B.O.E. EQUIPMENT IDENTIFICATION NUMBER <b>13</b>		CERTIFYING SIGNATURE <b>22</b>									

- G - Usable (Good)  
R - Repairable  
U - Unrepairable  
  
A - Administrative  
I - Instructional