

## Appendix B - Equipment Inventory Update Form

*\*This form is to be used on an interim basis between Physical Inventories to notify Equipment Accounting of any changes to actively used equipment items that need to be made to the University's Equipment Inventory records.*

**Directions:** Please indicate the University Tag Number and fill in all other information that needs to be updated. Then mail the form to the address listed at the bottom of this form.

<b>Tag Number</b>		
<b>Description of Equipment</b>		
<b>Manufacturer</b>		
<b>Model Number</b>		
<b>Serial Number</b>		
<b>Location</b>	<b>Bldg and Room #</b>	
<b>Equipment Custodian</b>	<b>Person Responsible for Equip</b>	
<b>Submitted by</b>	<b>Name</b>	
	<b>Dept</b>	
	<b>Phone</b>	
<b>Comments</b>		

*Please mail form to:*

**From an Off Campus Address:**

CWRU Equipment Accounting  
 BioEnterprise Bldg. Rm. 339  
 10900 Euclid Avenue  
 Cleveland, OH 44106-7006

**From an On Campus Address:**

CWRU Equipment Accounting  
 Controller's Office  
 BioEnterprise Bldg. Rm. 339  
 Location Code: 7006