

The University of Alabama in Huntsville Off-Campus Equipment Verification Worksheet

Information and Instructions

- x All trackable equipment located off-campus must be accounted for during the physical inventory process. If you have UAH owned or government owned equipment at an off-campus location, you must complete this worksheet.
- x This form is to be completed by the person with custody of equipment at a location other than the UAH campus.
- x If additional space is needed, a separate spreadsheet listing of equipment may be attached to this form. Include all information requested on this form.
- x If you have questions or need assistance completing this form, call 256-84-6315.
- x Submit completed form to UAH Asset Management, Central Receiving Building R00 or email assetmgmt@uah.edu

Asset Tag	Description	Serial Number	Condition Code	Complete Off-Campus Address	Comments