**GRAMBLING STATE UNIVERSITY**

### TITLE III PROGRAM

###### EQUIPMENT INVENTORY REPORT

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

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**Inventory Specialist Date Activity Director Date Title III Executive Director Date**