

## GovDeals Office Equipment Inspection Form

<b>Inventory ID</b>	<b>Asset Number</b>
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**Short Description:**  
 Manufacturer \_\_\_\_\_ Model \_\_\_\_\_ Serial Number: \_\_\_\_\_

**Please fill in or check** **Long Description:**

This Equipment:  Is Operable  Was Operable when Removed from Service (Date Removed: \_\_\_\_\_)  
 Is Not Operable  Operating Condition Unknown

Manuals:  Included  Not Included  
 Software:  Included  Not Included

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**Computers/ Monitors**

Computer: Processor: \_\_\_\_\_ Speed: \_\_\_\_\_ RAM: \_\_\_\_\_ Operating System: \_\_\_\_\_  
 Hard Drive: Size \_\_\_\_\_  Included  Removed  Included but Erased (No OS)  
 Accessories Included:  Mouse  Keyboard  \_\_\_\_\_  
 Monitor:  CRT  Flat Panel Size: \_\_\_\_\_

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**Printers/ Copy Machines/ Fax Machines**

This Equipment:  Prints  Copies  Faxes  Scans  
 Interface:  Parallel Cable Only  USB Only  Parallel & USB  
 Color  Black & White Only Pages per Minute: \_\_\_\_\_  
 Network Card

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**Special/Other Features:**

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Location of Asset:** \_\_\_\_\_  
**For more information contact:** \_\_\_\_\_

**Reminder:** Do not close items on or surrounding a holiday, Fridays, or weekends. Stagger closing times by 10 minutes.