

DEPARTMENT OF ENVIRONMENTAL PROTECTION

EQUIPMENT INVENTORY CHANGE REQUEST

<u>DATE REQUESTED:</u>	<u>BUREAU</u>	<u>BUSINESS OFFICE SIGNATURE</u>	<u>PHONE#</u>
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TYPE OF CHANGE REQUESTED	
<input type="checkbox"/> TRANSFER OF EQUIPMENT <input type="checkbox"/> BETWEEN BUREAUS <input type="checkbox"/> WITHIN BUREAU	(CHECK THIS BOX WHEN TRANSFERRING EQUIPMENT)
<input type="checkbox"/> DISPOSAL OF SURPLUS EQUIPMENT	(CHECK THIS BOX WHEN DECLARING EXCESS EQUIPMENT WHETHER INVENTORIED OR NOT)
<input type="checkbox"/> ADDITIONS, DELETIONS, CORRECTIONS	(CHECK THIS BOX WHEN MAKING CHANGES NOT COVERED IN 1 & 2 ABOVE)

EQUIPMENT IDENTIFICATION

ASSET NUMBER	FUNDING S - STATE F - FED	ASSET DESCRIPTION	PREVIOUS LOCATION (FACILITY NUMBER)	NEW LOCATION (NAME & FACILITY NUMBER)

COMPLETE THIS SECTION FOR EQUIPMENT TRANSFERRED TO ANOTHER BUREAU

<u>RECEIVING BUREAU NAME:</u>	<u>BUSINESS OFFICE SIGNATURE:</u>	<u>DATE:</u>	<u>PHONE#:</u>

COMPLETE THIS SECTION FOR DECLARING EQUIPMENT SURPLUS

EQUIPMENT CONDITION EXCELLENT GOOD FAIR POOR SCRAP	ACCOUNT TO CREDIT FOR EQUIPMENT SALE (IF APPLICABLE)	REASON EQUIPMENT WAS SURPLUSED

COMPLETE THIS SECTION FOR ADDITIONS, DELETIONS, CORRECTIONS

ADDITIONS: (COMPLETE SIDE 2) DELETIONS, LOST, STOLEN, DESTROYED: (SUBMIT SUPPORTING DOCUMENTATION EG EPCP 10, POLICE REPORT, MEMO ETC.) CORRECTION: (INDICATE INCORRECT INFORMATION AND CORRECT INFORMATION BELOW)

<u>INCORRECT INFORMATION</u>	<u>CORRECT/NEW INFORMATION</u>

STATE OF CONNECTICUT
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Equipment Inventory Control System

Found On Station Report

EQUIPMENT INVENTORY ADDITION

EQUIP #: _____ DESC: _____

YEAR: _____ MODEL: _____ SERIAL #: _____

PO #: _____ FUND: _____

COST: _____ MAKE: _____

CURRENT VALUE: _____

ASSD TO: _____

BUILDING: _____ LOCATION: _____

COND: _____

Instructions:

- Complete this side for items of equipment found on station that are not recorded on your inventory.
- If item has an equipment number attached, enter it on "EQUIP #: line, if not leave blank.
- Enter item's description on "DESC:" line.
- Enter year (if known), make, model, serial # and other known information on appropriate lines; otherwise leave lines blank.
- Under "ASSD TO:" enter your facility number from list, the name of the facility, the condition code from the list in instructions, and the building number or the name of the person to which the equipment is assigned on the appropriate lines.