

# 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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\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

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**Location of Asset:** \_\_\_\_\_

**For more information contact:** \_\_\_\_\_

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