

**Vermilion County, Illinois**  
**Inventory Form for New Assets or Equipment**



**Department:**

**Date:**

**Building:**

**Name:**

**New Assets or Equipment of \$250.00 or more:**

- ♦ **Attach a physical inventory tag on the equipment. (Tech Services will provide the tags)**
- ♦ **Complete the form below and give the information to Technology Services.**

**Tag No:**

**Item Name:**

**Description:**

**Location:**

**Brand Name:**

**Model No:**

**Serial No:**

**Vendor Name:**

**Purchase Cost:**

**Purchase Date:**

**Item Leased:**

**Tag No:**

**Item Name:**

**Description:**

**Location:**

**Brand Name:**

**Model No:**

**Serial No:**

**Vendor Name:**

**Purchase Cost:**

**Purchase Date:**

**Item Leased:**

**Tag No:**

**Item Name:**

**Description:**

**Location:**

**Brand Name:**

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**Serial No:**

**Vendor Name:**

**Purchase Cost:**

**Purchase Date:**

**Item Leased:**