

## EQUIPMENT INVENTORY

Equipment forms are available on the Eastern Region web site:

<http://uteasternregion.org/forms.htm>

1. Upon receipt of new equipment, complete [Form 571](#). Disburse copies of this form as directed on form.
2. Equipment purchased at a cost of more than \$5000 and equipment listed on the Sensitive Minor Equipment list, must have a UT numbered tag. These are available from the Region office.
3. All equipment must have a UT non-numbered identification tag placed on it.
4. Each county must keep an equipment record.
5. Sensitive Minor Equipment items (\$1000 and \$4999.99) must have a UT numbered identification tag.
6. These items are of movable nature, which are particularly vulnerable to theft, and have a cost of fair value (for donated items only) between \$1000 and \$4999.99. The State of Tennessee requires the University to record, at a minimum, the following specific items meeting these criteria:  
  
Binoculars, boat motors, boat trailers, boats, cameras, camera lenses (200mm and larger), canoes, computers, CD writers, external computer storage devices, external computer tape devices, external computer modems, fax machines, ham radios and receivers, marine band transmitters and receivers, microscopes, musical instruments, oscilloscopes, printers, radio scanners, external computer scanners, spectrum analyzers, televisions, two-way radio transmitters and receivers, vector scopes, video cameras, video recorders and players, waveform monitors, and all weapons.
7. For equipment transferred to another department or deleted from inventory, a [T-64](#) (Equipment Inventory Change/Deletion Request) must be completed.