

Erie MetroParks Equipment Inventory Record Form

Inventoried Equipment Relocation or Removal Update

To make it easier to track inventoried equipment throughout the year, please complete an Equipment Inventory Record Form at the time you relocate or discard a piece of inventoried equipment. Complete forms should be placed in the Office Manager's mailbox.

What is the item's Inventory Number?	
What is the piece of equipment?	
Where is it located on the Inventory now?	
If you moved it, where did you move it?	
Or, whose name is it issued in now?	
In whose name has it been reissued?	
If you discarded it, why?	
What did you do with it?	
Was the equipment sold or donated to another?	
What was the selling price?	
On what date did you make the above change?	
Your name?	
Today's date?	