



EQUIPMENT COORDINATOR ASSIGNMENT FORM

Date: _____

Organization Name: _____

Related Index: _____

Name of Current Equipment Coordinator: _____

Previous Coordinator (if applicable): _____

Signature of department head: _____

Please make a copy of this completed and signed form for your department records. Send the original to Inventory Control, 233 Schwartz Center.

The Equipment Coordinator should be a person who is responsible for, but not limited to, the following:

- 1) Maintaining accurate equipment/inventory records for their organization.
- 2) For reviewing the bi-annual inventory sent to their organization.
- 3) Should have access to equipment records including requisitions, purchase orders, invoices, etc.
- 4) For providing Inventory Control with necessary paperwork for changes in equipment status.
- 5) For tagging equipment.