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.

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