

**Vermilion County, Illinois**  
**Inventory Form for Surplus Equipment**



**Department:**

**Date:**

**Building:**

**Name:**

**Surplus Equipment:**

- ♦ Complete the form below and give the information to Technology Services.
- ♦ If non-computer equipment, contact the County Board office to pick up the equipment.
- ♦ If computer equipment, contact Technology Services to pick up the equipment.

**Tag No:**

**Item Name:**

**Description:**

**Location:**

**Is the equipment useable:**      **Yes**                  **No**                  **Don't know**

**Reason for surplus:**

**Notes:**

**Tag No:**

**Item Name:**

**Description:**

**Location:**

**Is the equipment useable:**      **Yes**                  **No**                  **Don't know**

**Reason for surplus:**

**Notes:**

**Tag No:**

**Item Name:**

**Description:**

**Location:**

**Is the equipment useable:**      **Yes**                  **No**                  **Don't know**

**Reason for surplus:**

**Notes:**