



Off-Campus Equipment Verification Worksheet

Listing Attached (__ Pages)

The following piece(s) of equipment are assigned to your custody at a location other than the WFU Campus. Please fill out all fields on this form. Use one worksheet per custodian; additional assets may be added to this sheet during the year. There is room on this form for 2 assets; if custodian has or adds additional assets, check the "Listing Attached" box above and attach off-campus continuation pages. If the information becomes illegible, a new form must be generated. If the item is Grant-funded, the Principle Investigator (PI) should be listed as the custodian, otherwise the custodian should be the Department Property Administrator (DPA). By signing this form, the custodian certifies the equipment is physically verified and the information listed is current, accurate and complete.

Custodian Printed Name:		Custodian Signature:		Custodian Title:		Custodian Phone:	
Custodian Email:		Date:	Custodian On-Campus Office Location:		Custodian Department Name:		
Off-Campus Asset User Name:			Relationship to WFU:			Is This A Private Residence?	
Off-Campus Physical Location/Address (including zip code; NO PO BOX):							
Phone Number:	Asset Status:	Asset Condition:	Date Added:	Department:		Email:	
Year Manufactured:	Asset Description:			WFU ID Tag Number:	Manufacturer:		
Model Number:		Serial Number:		Date Asset Returned To Campus:	Was Asset Disposed?		
Off-Campus Asset User Name:			Relationship to WFU:			Is This A Private Residence?	
Off-Campus Physical Location/Address (including zip code; NO PO BOX):							
Phone Number:	Asset Status:	Asset Condition:	Date Added:	Department:		Email:	
Year Manufactured:	Asset Description:			WFU ID Tag Number:	Manufacturer:		
Model Number:		Serial Number:		Date Asset Returned To Campus:	Was Asset Disposed?		
Date Initial Form Created:	DPA Initials:	1st Verification Date:	DPA Initials:	2nd Verification Date:	DPA Initials:	3rd Verification Date:	DPA Initials:

Off-Campus Asset User Name:			Relationship to WFU:			Is This A Private Residence?		
Off-Campus Physical Location/Address (including zip code; NO PO BOX):								
Phone Number:	Asset Status:	Asset Condition:	Date Added:	Department:			Email:	
Year Manufactured:	Asset Description:			WFU ID Tag Number:		Manufacturer:		
Model Number:		Serial Number:			Date Asset Returned To Campus:		Was Asset Disposed?	
Off-Campus Asset User Name:			Relationship to WFU:			Is This A Private Residence?		
Off-Campus Physical Location/Address (including zip code; NO PO BOX):								
Phone Number:	Asset Status:	Asset Condition:	Date Added:	Department:			Email:	
Year Manufactured:	Asset Description:			WFU ID Tag Number:		Manufacturer:		
Model Number:		Serial Number:			Date Asset Returned To Campus:		Was Asset Disposed?	
Off-Campus Asset User Name:			Relationship to WFU:			Is This A Private Residence?		
Off-Campus Physical Location/Address (including zip code; NO PO BOX):								
Phone Number:	Asset Status:	Asset Condition:	Date Added:	Department:			Email:	
Year Manufactured:	Asset Description:			WFU ID Tag Number:		Manufacturer:		
Model Number:		Serial Number:			Date Asset Returned To Campus:		Was Asset Disposed?	
Off-Campus Asset User Name:			Relationship to WFU:			Is This A Private Residence?		
Off-Campus Physical Location/Address (including zip code; NO PO BOX):								
Phone Number:	Asset Status:	Asset Condition:	Date Added:	Department:			Email:	
Year Manufactured:	Asset Description:			WFU ID Tag Number:		Manufacturer:		
Model Number:		Serial Number:			Date Asset Returned To Campus:		Was Asset Disposed?	



Off-Campus Equipment Verification Worksheet Instructions

Purpose: All equipment that staff members have located off-campus must be documented and accounted for during the physical inventory process. If WFU-owned or Grant-owned equipment is located at a non-WFU location, this verification worksheet must be completed. Use one worksheet per custodian (there is room for multiple asset users who **may not be the custodian**); **additional equipment may be added during the course of the year.**

Listing Attached: Check this box if additional pages are attached for this custodian. Indicate how many pages are attached.

Annual Update: Physical verification must be performed annually by DPA for all off-campus assets. There is room for three annual updates on this form. After four years (initial year plus three updates), please fill out a new form.

Who may fill out this form?: The custodian who has responsibility for the equipment or DPA must fill out the form. The information should be physically verified by the custodian against the equipment for accuracy. If there is a discrepancy, the custodian listed at the top of the form will be responsible.

Retention: The DPA must retain a copy of this form at all times. It may be audited at any time by FAR, internal or external auditors.

Off-Campus Asset User (person using the equipment): If the asset user is also the custodian, print "CUSTODIAN" in this **field**.

Relationship to WFU: If the asset user is not the custodian, enter the relationship to WFU (Student, Temporary Employee, Faculty, Staff, etc.)

Is this a Private Residence?: Select Yes or No. This is used to ensure privacy of sensitive information.

Off-Campus Location: Enter **physical** address where the asset will be used. DO NOT USE PO BOX.

Phone Number: Enter daytime phone number of asset user. **Asset Status:** Select In Use, Intermittent Use or Not in Use. **Asset Condition:** Select Good, Fair, Poor, or repair status.

Date Added: Enter date asset was added to form. **Department:** Enter department the equipment is taken from. **Email:** Enter email address of asset user.

Year Manufactured: Enter year this equipment was manufactured (if known). **Asset Description:** Enter Banner **description** of asset.

WFU ID Tag Number: Enter Bar code tag number assigned to equipment. **Manufacturer:** Enter manufacturer of asset (if known).

Model Number: Enter manufacturer's model number (if known). **Serial Number:** Enter serial number (if known).

Date Asset Returned to Campus: Enter date asset was returned. **Was Asset Disposed?:** Select Yes or No.

Initial Form Created: Enter date form was created. **Verification Dates:** Enter dates of verification. **DPA Initials:** DPA initials form upon receipt and whenever location is verified.