S A M P L E

EWPHCCS Equipment Inventory Record

Acquisition Date	Equipment Description* (include model and serial number)	Acquisition Cost	Reason for Replacement	When Taken Out of Service	How Taken Out of Service	Date Computer Drive Destroyed	Depreciation**

*If the item does not have a serial number, assign and mark it with a tracking number for inventory purposes.

**Depreciation is only recorded for equipment costing over $5,000.

Note: Computer hard drives must be destroyed when a computer is disposed.