REGISTER OF EQUIPMENT FOR COLLECTION BY ESTATES

(**Important**: To ensure security of information all computer equipment listed in this Register must be wiped by the user before a collection is arranged with Estates)

Date Sent to Estates:		**Contact Name:**	
Name of School/Unit			
Total Number of Items:		**Extension**	

REFERENCE NUMBER (eg 1, 2, 3…)	**DESCRIPTION** (e.g. monitor, base, keyboard, mouse, other (specify)	**MAKE/MODEL** (e.g. usually found on the front of the machine)	**If the piece of equipment is a Monitor is it in working order?** (Yes/No)	**ASSET Number** (number allocated by the University)	**SERIAL Number** (usually located upon the rear or base and next to the voltage number)	**Portable Appliance Number** (usually found on a white sticker under the bar code)