

EQUIPMENT RECOVERY/DISPOSAL FORM (Consumer Equipment)

To remove recovered consumer inventory from a consumer record, please complete this section and send to the Stacy Fluegge, Systems Management Branch, Central Office. If you indicate that the inventory is still useable, it will be placed on an Available Inventory List for redistribution.

Equipment Recovered from: _____
Consumer Name *Case #* *Caseload*

Equipment is in good condition ☐ **OR** Equipment needs to be disposed of (explain) ☐

Equipment Description:

Purchase Date: _____ Purchase Price: _____

Address where equipment is located: _____

Comments: _____

Counselor Name: _____ Date: _____

FOR CENTRAL OFFICE USE

EQUIPMENT TRANSFER/DISPOSAL

The equipment above is being transferred to:

Consumer Name *Case #* *Caseload*

Equipment Delivery Address: _____

If the equipment was disposed of by a means other than transfer to another consumer, please explain:

Date: _____