

**PROPERTY INVENTORY
REQUEST TO CATEGORIZE ACQUIRED USED EQUIPMENT
AS OTHER CAPITAL OUTLAY**

TO: Property Control
From: _____
Date: _____
Department No. _____
Department Name: _____
Accountable Officer: _____
(Print Name) (Signature)

This is a request to categorize the acquisition of **USED EQUIPMENT** as Other Capital Outlay (OCO).

The following information is required (if this request is for multiple items, please attach a document listing each item with the information below):

1. Vendor/Institution: _____
2. Description: _____
3. Manufacturer: _____
4. Model: _____
5. Serial No: _____
6. Age: _____
7. Condition: _____
8. Original Cost: _____
9. Procedure used to calculate current value: _____

10. Appraisal attached (if applicable): Yes No

Please attach a copy of the original invoice(s)

This form will be reviewed and processed by Property Control. Property Control will determine if the acquisition meets the criteria to be coded as OCO.

APPROVED/DISAPPROVED AS AN OCO ACQUISITION: _____
(Property Control)

**Return completed form to:
PROPERTY CONTROL
UNIVERSITY PARK CAMPUS, CSC-1140
Office: (305) 348-2167 Fax: (305) 348-1936
Email: property@fiu.edu**