

**Target Discovery Institute**

**Equipment Record Form**

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| --- | --- |
| **Equipment Description** |  |
| **Date of Purchase** |  | **Location** |  |
| **Serial Number** |  | **Asset Number** |  |
| **Condition****(New/second hand)** |  | **U of O** **PO number (if known)** |  |
| **Value** **(estimated if not known)** |  |
| **Receipted by** |  | **Instruction manual** **Available (yes/no)** |  |

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| --- | --- |
| **Service agreement** |   |
| **Contact for Service** |  |
| **Equipment checks** |  |
| **Training required****If yes give details** |  |
| **Relevant SOP and RA associated** |  |