

**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** |  |