STATE OF OKLAHOMA
DEPARTMENT OF HUMAN SERVICES

EQUIPMENT INVENTORY

Project name	Office/site location	Fiscal year ended

Funding Source	QTY	Item description	Manufacture serial number	Inventory ID. number	Acquisition		Vendor/supplier
					Cost	Date	

This is to certify that a physical inventory of equipment with a minimum cost of $300 has been taken of all items for the fiscal year ending _____ and is true and correctly reported above to the best of my knowledge.

_____ _____
Signature of authorized official Date

Equipment	Condition	Date acquired	Disposal date	Reason for disposition	Disposition authority

Signature of authorized official Date

Purpose of Form

Form SUOA-S-16 is used by grantor for reporting equipment inventory which is purchased and donated. Federal regulations state that all equipment with a minimum unit cost of $300.00 or more must be tracked for its useful life and reported.

Instructions for Preparation of Form

Entries: All equipment purchased or donated (fair market value) with a unit cost of a minimum of $300.00 must be entered on Form SUOA-S-16. Each column is completed as indicated.

Routing of Form

The original copy of Form SUOA-S-16 must accompany the Annual Fiscal Audit Reports delivered to the Aging Services Division.