

STATE OF OKLAHOMA
DEPARTMENT OF HUMAN SERVICES

EQUIPMENT INVENTORY

Project name	Office/site location	Fiscal year ended
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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.