

**CDC Procurement & Grants Office - Branch V
Equipment Inventory Listing**

Report Date:		Grant Number:	
Project Title:		Project Period:	
Grantee Name:		Project Officer:	
Grants Management Officer:		Grants Specialist:	

Description of Item: i.e. pH Meter	Mfr. ¹ i.e. Fischer	Serial Number	Quantity	Condition ²	Location ³	Purchase Cost	Date Received [mm/dd/yyyy]

¹Mfr. (Manufacturer)

²Condition: (Excellent) (Good) (Fair) (Poor) (Inoperable)

³Location: complete physical address

For Government Use Only, not to be completed by the Grantee		
Property Administrator & PO Disposition Recommendation and Instructions:		
Description of Item	Disposition ¹	Address ²
[Copy from above]	<input type="checkbox"/> Transfer Title <input type="checkbox"/> Retain and Compensate Awarding Agency <input type="checkbox"/> Return to Program Office <input type="checkbox"/> Other (explain)	Attn: [Project Officer] CDC / NIOSH 1600 Clifton Road, NE MS E-74 Atlanta, GA 30329-4018
[Copy from above]	<input type="checkbox"/> Transfer Title <input type="checkbox"/> Retain and Compensate Awarding Agency <input type="checkbox"/> Return to Program Office <input type="checkbox"/> Other (explain)	

¹Check the appropriate disposition

²CDC Warehouse is the central receiving point for delivery of all non-hazardous and non-perishable supplies and equipment, CDC –AM–2004-03, update 2010