

ITC GRANT CAPITAL OUTLAY INVENTORY FORM

Capital Outlay is defined as trade show booths with a cost over \$500 and electronic equipment that is essential to administering the grant or marketing the area (laptop, tablet, screens, scanner, and printer of any cost). A physical inventory of these items must be conducted and reported to the Commerce Grants Management Team before a final reimbursement will be issued.

ITC Grant Number:

Grantee:

Type:

Serial or ID Number:

Description:

Acquisition Date:

Cost:

Location:

Use & Condition:

Reason for Disposal:

Enter NA if not applicable

Disposal Date:

Enter NA if not applicable

Type:

Serial or ID Number:

Description:

Acquisition Date:

Cost:

Location:

Use & Condition:

Reason for Disposal:

Enter NA if not applicable

Disposal Date:

Enter NA if not applicable

Type:

Serial or ID Number:

Description:

Acquisition Date:

Cost:

Location:

Use & Condition:

Reason for Disposal:

Enter NA if not applicable

Disposal Date:

Enter NA if not applicable

Inventory Completed By:

Date:

Chief Official Signature:

Date: