



**OREGON STATE MARINE BOARD  
 "LET'S GO BOATING" ASSISTANCE PROGRAM**



**EQUIPMENT INVENTORY FORM**

(Instructions on reverse)

Project Number: RBS \_\_\_\_\_ - \_\_\_\_\_

Date: \_\_\_\_\_

Project Title: \_\_\_\_\_

Recipient Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Prepared By: \_\_\_\_\_ Signature: \_\_\_\_\_  
 (Print name)

Date	Serial # or ID #	Vendor	Item Description	Name of Title Holder (if applicable)	Amount Paid	Location of Use
<b>Total</b>					\$	

Attach additional page(s) if necessary

## Instruction for Completing the Equipment Inventory Form

A complete and accurate record of information must be provided in each column of this form for every piece of equipment purchased. The original of the completed Equipment Inventory Form must be attached to the end of the year reporting and submitted to the Oregon State Marine Board.

Instructions for specific entries are described below:

- **Project Number:** Enter the project number as it appears on the Contract.
- **Date:** Enter the date the record was prepared
- **Project Title:** Enter the name of the project as it appears on the Contract.
- **Recipient Name:** Enter the participant name as it appears on the Contract.
- **Prepared By:** Enter the name (print name and sign name), and the telephone number of the preparer.

### In Box:

- **Date:** List purchase dates.
- **Serial Number or Identification Number:** Enter the serial number or some identification number as shown on the manufacturer documentation.
- **Vendor:** Provide the name of the individual or company from whom the goods or services were purchased.
- **Item Description:** This should briefly, but accurately, describe what was purchased. This description may be taken directly from the invoice.
- **Name of Title Holder (if applicable):** Enter the name of the person who signed and holds the title for that piece of equipment.
- **Amount Paid:** Enter the amount of the actual cost or expenditure.
- **Location of Use:** List the location in which the equipment will be used primarily.

**\*NOTE:** You may use the Equipment Inventory Form as a cover sheet and attach any type of record(s) and/or spreadsheet(s) to the cover sheet. Please make sure the same information requested on the Equipment Inventory Form is given in the record(s) and/or spreadsheet(s).