**Attachment 2: AVS Kit Inventory Adjustments**

Section 1: Current Inventory Summary

|  |  |  |
| --- | --- | --- |
| **A. AVS Kit Component** | **B. Condition:**  G=good  D=damaged  L=lost  NA= the item had previously been damaged or lost but not replaced | **C. Identifying #**  (asset tag, or serial # if untagged; blacked-out spaces indicate item was not tagged and had no recorded serial #) |
| Panasonic KX-FL511 Laser Fax |  | Asset Tag:  Serial: |
| Ameriphone XL-50 analog phone |  | Asset Tag:  Serial: |
| Capability switch interface and power cable |  | Asset Tag: |
| “Big Yellow Button” assistive device |  | Asset Tag: |
| ADA-compliant Table (5’X30”X28”) |  | Asset Tag: |
| Rubbermaid bin on wheels |  |  |
| Heavy duty 50’extension cord (orange) |  |  |
| CyberPower surge protector |  |  |
| Hp 30 headphones |  |  |
| 3-sided privacy screen |  |  |

Section 2: Property Transfer Form (Acceptance of Donation from State)

The Municipality of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ accepts donation of the items listed above.

Action authorized by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Questions concerning responsible disposal of equipment can be referred to CEC.