

Roger Williams University
Equipment Inventory Checklist

***Please complete at time of hire and send copy to Human Resources**

Date of Request: ____/____/____ Department/Division: _____

Employee Name: _____

Employee Title: _____

Prepared By: _____

University Access

☐ Datatel

☐ E-Mail

☐ Log in (several systems)

☐ Long Distance Calling Card

☐ Other (specify): _____

University Property

☐ RWU Identification Card (s)

☐ Key (s)

☐ Data Devices (i.e. Cell Phone, iPhone, MotoQ, Blackberry & Blackjack)

☐ Laptop/Notebook

☐ Laptop/Notebook docking stations, laptop bag, external mouse & keyboard

☐ Desktop Computer/Monitor

☐ External Hard Drive

☐ Automobile (s)

☐ Credit Card (s)

☐ Other (specify) _____

Notify: ☐ Information Technology ☐ Facilities ☐ Locksmith ☐ Mailroom ☐ Finance

Employee Signature: _____ Date: ____/____/____