



# EISCAT Inventory System

	New Inventory
	Scrapped or Sold Inventory
	Other

<b>Inventory no</b> <i>Number on the label(s)</i>	
<b>Cap op ledger no</b> <i>Investments, number given by HQ</i>	
<b>Description/model</b> <i>What it is</i>	
<b>Manufacturer</b> <i>Maker, if known</i>	
<b>Unique identification</b> <i>Like serial number, if existing</i>	
<b>Type</b> <i>Function, like oscilloscope, office chair, network hub, etc.</i>	
<b>Status</b> <i>For existing equipment: broken but kept as a spare, usable, good, etc.</i>	
<b>Purchase cost</b> <i>Price excl. VAT</i>	
<b>Purchase date</b> <i>Invoice or delivery date. If old, year</i>	
<b>Supplier</b> <i>Company selling it</i>	
<b>Invoice no</b> <i>If available</i>	
<b>Investment or recurrent</b> <i>If unknown, leave blank</i>	
<b>Wanted HQ action / notes</b> <i>New inventory, delete record, etc.</i>	

<b>Site</b>	
<b>Location</b> <i>Where it is/will be located</i>	
<b>Name</b> <i>Signature</i>	
<b>Date</b>	

New equipment, valued to more than 500 NOK, 500 SEK or 50 EUR, which is tangible and is not a consumable, shall be labelled. Existing equipment, not yet marked shall also be labelled. If the equipment consists of different parts, each part has to be labelled separately. In such cases, the reporting can be done on one form and the purchase cost can be the total for that equipment. Put on the form the inventory numbers used and which part each label refers to. When disposing equipment having a label, this form has to be used as well. When disposing, the important entries are the inventory number, the action and a signature and date.

For new equipment, mark it using a grey label. Fill in this form. Put the corresponding white label on the invoice (on a copy for invoices handled by the various hosts and on the original for invoices handled by HQ). Send this form together with the (copied) invoice to HQ. All equipment bought using Capital Operating funds has to be marked. If the equipment cannot easily be marked, put both the grey and the white label directly on the invoice and add a sentence in the notes entry that it could not be marked.

Not all entries are mandatory. Whenever possible, send this by e-mail to HQ ([Lisbeth.Dingvall@eiscat.se](mailto:Lisbeth.Dingvall@eiscat.se)).