WORK STATION INVENTORY FORM

UTEP EXTENDED UNIVERSITY

If your assigned technology (desktop and/or laptop computer, projector, etc.) has a UTEP tag number, **it must be scanned by UTEP Inventory every fiscal year.** Please coordinate **EUBC@utep.edu** to ensure your assigned technology is scanned by Inventory.

Last Name

First Name

UTEP Email

Department

Extended University - **EU**   Osher Lifelong Learning Institute – **OLLI**   UTEP Connect

Center for Instructional Design – **CID**   Professional and Public Programs – **P3**

Tag Number	Serial Number	Description	Type of Monitors	# of Monitors	Phone Extension	Type of Phone	Docking Station	Building	Room Number