



Your SSFC budget has supported the purchase of significant office supplies such as furniture, computers, printers, and other non-consumable equipment over the past several years. Prior to making any FY26 (2025-2026) purchases, you must provide the SSFC with a full inventory of your equipment. Accurate annual equipment data will assist SSFC in evaluating and approving budget proposals from your organization. It will also provide a record for the DoIT-funded technology staff to provide maintenance on computer related equipment.

- This form is due on July 1<sup>st</sup> of each Fiscal Year. A complete inventory must be provided to SSFC before any funds for the new fiscal year can be accessed.
- Please also be aware that although this equipment, furniture or non-consumable supplies were purchased for your organization, it belongs to SSFC. SSFC will be responsible for any disposal of property purchased from their funds. Please contact ASM Financial Staff for disposal procedures of any unwanted equipment, including SWAP (Surplus with a Purpose).
  - GSSF Program Manager: Abbie Wagaman-Hartzell ([awagaman@wisc.edu](mailto:awagaman@wisc.edu))
- If any equipment is to be loaned out, you must keep a log tracking who is using the equipment.
- On the line item breakdown of the inventory, please include the year each item was purchased.
- If your organization has office space in the Student Activity Center, you should review your lease to determine if any basic furniture (e.g. office chairs) came with the office. Furniture that belongs to the SAC should not be included in your GSSF inventory.

Organization Name \_\_\_\_\_

Organization Representative's Name \_\_\_\_\_

Organization Address/Office Space \_\_\_\_\_

As the authorized signer for the above-named organization, I attest that the information provided below is a complete and accurate inventory of computers/furniture/non-consumable equipment for my organization.

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

If you require more space, please copy/paste this table as many times as needed.

[illegible]