

Annex 4 - Inventory template for Equipment procured from the Internal Security Fund and/or Asylum, Migration and Integration Fund



Fund:
Project Number:
Title of the Project:
Beneficiary:
Project Leader:

List of items procured

Contract No	Lot No	Description of the item	Name of supplier	Serial/ID no	Purchase date	Installation date	Value € (incl. VAT and any other taxes, duties, delivery costs, installation fees)	Quantity	Name and address of the department/location where the equipment is installed)	Section within the department	If the equipment has been transferred, state its original location	Is a guarantee applicable to the equipment purchased?		Is the equipment operating on site?		
												yes		no	yes	no
												start date	end date			

List any equipment that has undergone any changes/damages since it was procured

Contract No	Lot No	Description of the item	Name of supplier	New Serial/ID no	Old Serial/ID no	Purchase date	Installation date	Value € (incl. VAT and any other taxes, duties, delivery costs, installation fees)	Quantity	Name and address of the department/location where the equipment is installed)	Section within the department	If the equipment has been transferred, state its original location	Is a guarantee applicable to the equipment purchased?		Is the equipment operating on site?		
													yes		no	yes	no
													start date	end date			

Version 1 - April 2016

Yes	No	Comments (If NO state why)

Did the beneficiary list all the procured equipment purchased through this project?

Are the inventory items listed above kept in a secure and dirt-free place?

Certified by:
Project Leader

Name in Block Letters	Date
Signature	

Acknowledged by:

Non-Public Entities and NGOs - Head of Accounts

Public Entities - DCS of the respective Ministry

Name in Block Letters	Date
Signature	

RA Doc. Reference No. 5



Asylum, Migration and Integration Fund
Internal Security Fund
2014-2010

Co-financing rate: 75% EU Funds; 25% Beneficiary Funds
Sustainable Management of Internal Security and Migration Flows

