

**Tool Receipt for New, Broken, To-Be-Repaired, or To-Be-Disposed Tools**

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

This form is a request to add, replace, or repair a tool for a department. All tools that are ordered are delivered to the warehouse. Warehouse staff notify tool control staff of the delivery.

**New Tool Add:** Must be signed by the requesting staff, unit or area supervisor, and the tool control lieutenant. After the tool is engraved, and an updated tool inventory is complete, the tool will be issued.

**New Tool Replaces:** Must be signed by the requesting staff, unit or area supervisor, and the tool control lieutenant. The tool control lieutenant replaces the broken/missing tool with the new tool after it has been engraved and logged into the Archibus system.

**Tool Repair:** Must be signed by the requesting staff and area supervisor. The requesting staff must mail or take the tool to the repair person or shop. A note on the daily unit inventory must notate that the tool has been sent out for repair.

Description of Tool(s)	# of Tools	Tool ID Number	Location of Tools

 Vendor Name and Contact Information \_\_\_\_\_  
 \_\_\_\_\_

 Requesting Staff Name and Signature \_\_\_\_\_  
 \_\_\_\_\_

 Supervisor Name and Signature \_\_\_\_\_  
 \_\_\_\_\_

 Tool Control Lieutenant Name and Signature \_\_\_\_\_  
 \_\_\_\_\_