 

<http://ua.rutgers.edu>

848-445-8263

Fax: 732-445-5922

EQUIPMENT TRANSFER / DISPOSAL FORM

**INSTRUCTIONS**

This form is to be filled out when any University equipment is to be transferred or disposed of.

1. Fill out Section I.
2. When Transferring equipment, complete Section II
3. When Disposing of equipment, complete Section III
4. Send completed form to:

 Property Management Department

 33 Knightsbridge Rd 2nd Floor West Wing

If you have any questions regarding this form or your department inventory, you can contact the Property Management Department at extension 5-8263.

**Section I: EQUIPMENT DETAIL INFORMATION**

Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by: Printed Name / Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RU/Barcode Tag# Description Serial# \_\_

RU/Barcode Tag# Description Serial# \_\_

RU/Barcode Tag# Description Serial# \_\_

RU/Barcode Tag# Description Serial# \_\_

**Section II: EQUIPMENT TRANSFER**

New Department/Building/Room, if applicable:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ New Dept. Acceptance (sign&date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section III: EQUIPMENT DISPOSAL**

For equipment disposed of, please check the appropriate line below:

\_\_\_ Stolen. (Please attach a copy of the University Police Report)

\_\_\_ Trade-In. (Please list the P.O. Number which shows the Trade-In :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

\_\_\_ Returned to vendor. (Please attach a copy of the credit memo from the vendor.)

\_\_\_ Cannibalized by the department.

* **For equipment transferred to Material Services do not use this form**. Forward a copy of the Transfer Detail form along with Transfer# generated after submission in the Material Services Surplus System “**AssetWorks**”. Form 09/18