

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	<input type="text"/>	Date	<input type="text"/>
Approved by:	Printed Name / Title <input type="text"/>		
	Signature <input type="text"/>		
RU/Barcode Tag#	<input type="text"/>	Description	<input type="text"/>
	<input type="text"/>	Serial#	<input type="text"/>
RU/Barcode Tag#	<input type="text"/>	Description	<input type="text"/>
	<input type="text"/>	Serial#	<input type="text"/>
RU/Barcode Tag#	<input type="text"/>	Description	<input type="text"/>
	<input type="text"/>	Serial#	<input type="text"/>
RU/Barcode Tag#	<input type="text"/>	Description	<input type="text"/>
	<input type="text"/>	Serial#	<input type="text"/>

Section II: EQUIPMENT TRANSFER

New Department/Building/Room, if applicable:

New Department Acceptance

Printed Name / Title

Signature

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**".