

FORM INSTRUCTIONS

1. REQUEST TO RETIRE ASSETS

The request to retire assets form is to be used only when assets are stolen, lost, cannibalized, or lease option is not exercised. Assets that are of minimal value and do not appear to be worth tracking will not be removed using this form; assets must be disposed of through Surplus Sales.

2. INTENT TO TRANSFER/SELL EQUIPMENT ON CAMPUS

This form is used between departments when an on campus sale or transfer will occur. If you are selling equipment to an off-campus entity you must consult with Surplus Sales prior to selling the equipment.

3. NOTICE OF INTENT TO FABRICATE EQUIPMENT

If department fabricates equipment for specialized use or to satisfy the terms of a grant or contract, fill out this form so all expenses can be tracked and added to the insured value of the equipment. All expenses including labor are to be included for this form.

4. GIFT IN KIND ACCEPTANCE NOTIFICATION

This form is required for accepting all donations. The form should be sent to the Development Office.

5. SCREENING RECORD FORM

Form to be used if a department want the campus screened for equipment you are considering purchasing. Screening for available like equipment on campus helps control cost by not purchasing unnecessary equipment.

6. CHANGES TO EQUIPMENT INVENTORY RECORD

Form shall be filled out when equipment is known to have changed locations, responsible persons, etc. within the department. This is important to the F&A rate study for location and use, for annual reimbursement. It will also help reduce time in performing the annual physical inventory.

7. EQUIPMENT OFF PREMISES AUTHORIZATION

This form should be filled out for every piece of equipment that is located off campus longer than a three month period. The responsible department should keep a copy or listing so equipment can be readily identified as being on or off campus. Forward a copy to the Equipment Management Office.

8. EQUIPMENT IN STORAGE FORM

Each department shall keep a list of equipment that is in storage. This reduces time in performing the annual physical inventory. Equipment is required to be verified for physical inventory, and also calibrated and maintained if required while in storage.

9. INTENT TO CHANGE DPA

Form to change the Department Property Administrator for the department to maintain a consistent contact between department and Equipment Management Office.