MOVABLE EQUIPMENT - NOTICE OF DISPOSAL
OR CHANGE IN LOCATION

This form is to be used to notify the Equipment Inventory whenever there is a
permanent change in the location of a decaled equipment item or whenever a
decaled equipment item is lost, stolen, traded-in, scrapped, sent to Surplus
Property, or transferred to another institution or department.

Decal I.D. No. ____________________________________________

Brief Description of Item

Date of Disposition or Transfer ___/___/____

If Transferred: Name of Department to Whom Transferred ____________________________

(Explain in Remarks Section)

Name of Institution to Whom Transferred ____________________________

Dept. Name of Institution ______________________________________

If Relocated Only: If Different Building: ____________________________

New Building Name

Room Number of New Location ____________________________

If Disposed of:

☐ Lost
☐ Stolen
☐ Traded-in
☐ Scrapped (includes damage beyond repair)
☐ Sent to Surplus Property
☐ Other (explain in remarks)
☐ Sold (Applicable only to Surplus Property Department)

Remarks:

Department ____________________________________________

Prepared By ____________________________________________

Date Prepared ___/___/_____