

Eastern Oklahoma State College Equipment Inventory Change Form

(Date)

Change Type: _____ *Add New Asset* _____ *Transfer Ownership* _____ *Disposal of Asset*

Section I (All change types complete Section I)

Departmental Account # and Title _____ --- _____

Inventory Tag Number _____ Serial Number _____

Description _____

Model Number _____ Manufacturer _____

Location --- Building _____ Room # _____

If College Does Not Own Title to Asset, Enter Title Holder and Type _____

I assume physical responsibility for the above item(s) for my department:

(Responsible Department Representative)

Section II (Business Office will Complete Section II for New Assets)

Claim # _____ PO # _____ Cost _____

Asset Type _____ Life _____ Depr Method _____

Section III (Transfer of Ownership Must Complete Section III)

New Departmental Account # and Title _____ --- _____

I assume physical responsibility for the transfer of the above item to my department:

(Responsible Department Representative)

Section IV (Disposal of Asset Must Circle Disposal Code in Section IV)

1 Trade In 2-Stolen 3-Lost 4-Sold 5-Salvage 6-Sent to Surplus Property 7- _____

If Trade In List PO# _____ If Sold List Sales Price \$ _____

If Lost or stolen attach copy of Security Report.

(Responsible Department Representative)

(For multiple assets attach approved Multiple Equipment Inventory Change Form Continuation Sheet)