

**Attach copy of Annual Equipment Inventory Verification - Highlight applicable item**

Financial Manager: \_\_\_\_\_  
 (on inventory report) (print name) (sign name)  
 Phone Extension: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Date : \_\_\_\_\_

**LOCATION CHANGE ONLY**

New location of asset (same Orgn & Financial Manager)

Building Name/Number: \_\_\_\_\_ Room Number: \_\_\_\_\_

or

**TRANSFER TO ANOTHER DEPARTMENT (other than Surplus)**

New department for asset (new Orgn & Financial Manager)

Reason for Transfer: \_\_\_\_\_  
 \_\_\_\_\_

Information on Receiving Department:

Department Name: \_\_\_\_\_ Building Name/Number: \_\_\_\_\_  
 Department Orgn: \_\_\_\_\_ Room Number: \_\_\_\_\_

New Financial Manager : \_\_\_\_\_  
 (print name) (sign name)

Phone Extension: \_\_\_\_\_ Email Address: \_\_\_\_\_

or

**TRADE - IN**

Old asset traded in on purchase of new asset (same Orgn & Financial Manager)

Reason for Trade-In: \_\_\_\_\_  
 \_\_\_\_\_

Description of New Asset Purchased: \_\_\_\_\_  
 \_\_\_\_\_

New Purchase Order #: \_\_\_\_\_ \$ Credit rec'd for trade: \_\_\_\_\_

Date New Purchased : \_\_\_\_\_

or

**CANNIBALIZED**

Old asset cannibalized to make a "new" asset or improve an existing asset (same Orgn & Financial Manager)

Reason for Cannibalizing: \_\_\_\_\_  
 \_\_\_\_\_

Description of "New" or Modified Asset: \_\_\_\_\_  
 \_\_\_\_\_

Modified Asset # \_\_\_\_\_

or

**DESTROYED**

When & How : \_\_\_\_\_  
 \_\_\_\_\_