



# EQUIPMENT INVENTORY TRANSFER FORM

Date:

Contact First Name:  Last Name:

Email:  Phone Number:

Principal Investigator:

Being moved from location building:  Room:

To location building:  Room:

Equipment Description (e.g., centrifuge, water bath, etc.):

Manufacturer:  Model Number:

OSU Tag Number:  Serial Number:

This piece of equipment (check **all** that apply):

- is empty / decontaminated (e.g., refrigerator, freezer, water jacketed incubator, etc.)
- no longer works and cannot be repaired
- obsolete or needs parts or reagents that are no longer available
- does not work, but has parts that may be valuable for other equipment
- no longer works, but it can be repaired
- no longer needed by our lab, but is still usable
- is a computer, monitor, printer, or has these items associated with it
- trade-in /exchange (please enter the PO for the new item that lists the trade-in) PO:
- sale or transfer to another institution/company (please send the email of Surplus authorization & copy of check or detail report).
- transfer to another PI / department (please enter the name of the PI / department).  
PI / department name:
- was stolen  
date reported to police:  police contact:

I authorize CCC Research Operations to charge for the above transaction.

By checking yes and e-mailing this form to [CCCLabs@osumc.edu](mailto:CCCLabs@osumc.edu), this serves as my signature.

Yes  No

Please provide your university ChartField information below. **Use of fund 590000 is not permissible.**

Org:  Fund:  Program:  User Defined:

NOTE: By checking "no" above, you are still required to notify CCCLabs of any and all equipment moves, transfers, or disposals. All equipment, even grant-purchased equipment, is university property. Thus, changes of any kind must be monitored for asset tracking purposes. In addition, disposal requests must be approved by [CCCLabs@osumc.edu](mailto:CCCLabs@osumc.edu).

