

UNIVERSITY of NORTH CAROLINA PEMBROKE

Fixed Assets Equipment Relocation Form For Equipment Items Costing \$2,500 or More

This form is to be used to notify the Fixed Assets Coordinator whenever there is a permanent change in the location of a decaled equipment item or whenever an equipment item is lost, stolen, traded-in, scrapped, or transferred to another institution or another UNCP department.

Transferring from Department Name: _____ Organization Code _____

UNCP Bar Code or Decal I.D. No. _____

Brief Description of Item _____

Old Location Building: _____ Room: _____

New Location Building: _____ Room: _____

Date of Disposition or Transfer _____

Disposition:

Cannot Locate

Stolen - attach copy of police report Date reported to UNCP Campus Police _____

☆ Traded-in for: Desc. _____ To: Vendor _____

Req. No. _____ P.O. No. _____

Bar Code or Decal # on Item Traded-in _____ Amount Rec'd \$ _____

☆ Scrapped for Parts **EQUIPMENT MUST NOT BE DISCARDED (send remains to surplus)**
Remove bar code decal and attach to this form.

Transfer From Your Department To:
Another UNCP Department Receiving Dept. Name _____
(Do Not Remove Bar Code or Decal) Function Number _____
Name of Person Receiving _____

Signature of Person Receiving _____

☆ Another Institution - Remove Bar Code/Decal Name of Receiving Institution _____

PRIOR UNIVERSITY APPROVAL REQUIRED FOR ALL TRANSFERS TO OTHER INSTITUTIONS

☆ **BAR CODE OR DECAL MUST BE REMOVED AND AFFIXED TO THIS FORM (for shaded items only)**

Remarks:

Department Head _____
Date _____

