University of Massachusetts Central Administration
Asset Inventory Change Form

University Controller's Office
333 South Street, Suite 450
Shrewsbury, MA 01545
Phone: 774-455-7544
Fax: 774-455-7550

Department: Contact Person: Phone:

Do you require moving services? yes no

Is your presence required at the time the equipment is being removed? yes no

Type of Action

IT = In-House transfers TD = Theft, Disappearance, or Destruction RC = Recycling Center SP = Surplus property

TI = Trade-in RT = Return TO = Transfers to Other Institutions

Condition of Equipment **Fund Source**

U = Usable O = Obsolete S = Scrap S = State F = Federal T = Trust G = Grant D = Donation

Please use the above codes to fill in the information below:

Univ. Tag #	Type of Action	Description	Condition	Location (Building and Room)	Fund Source	Mfg.	Model #	Serial #	PO #	Speed Type	Acq. Cost

In-house Transfers

Please specify new location, contact name, phone number, responsible person, and budget number to charge and credit

Trade-in of Equipment (attach a copy of the PO and the University tag of traded equipment)

Please specify the vendor and the amount of credit received for the equipment traded in

Transfers to Other Institutions

Please specify name and address of institution, grant/contract number and status (continuing, inactive)

Approval	**Print Name**	**Signature**	Date
Department Head			
Property Manager			
Fixed Asset Manager			

Note: When transferred equipment is originally acquired with federal funds, the recipient agrees as a condition to accepting the property, that no charge will be made to the Federal Government under existing or future Government grant, contract or subcontract for any depreciation, amortization, or use with respect to such equipment.

Attach Additional Forms and Return to Fixed Asset Manager

4/5/2006