

# MOVABLE EQUIPMENT CHANGE IN STATUS

## FOR USE WITH INVENTORIED ASSETS ONLY

*The originating department prepares this form when an equipment item is transferred to another department, permanently relocated, lost, stolen, traded in, or sent to Surplus Property.*

*Refer to the Fixed Assets website regarding form instructions.*

**UNCW FAS#:** \_\_\_\_\_

FAS #

Asset Description: \_\_\_\_\_

Manufacturer: \_\_\_\_\_ Model #: \_\_\_\_\_

Serial #: \_\_\_\_\_ Cost (per inventory): \_\_\_\_\_

### CHANGES IN EQUIPMENT STATUS

**NOTE:** *If University Moving Services is needed to move equipment to any location other than Surplus Property, submit a Moving Services Request in AiM in addition to this Movable Equipment Form. When items are sent to Surplus Property, a Moving Services Request is not needed.*



*Please select at least ONE check box before emailing your form to fixed assets.*

- Transferred to another department - Responsibility for the equipment changes  
Comments: \_\_\_\_\_
- Relocated, but responsibility for the equipment does not change.  
Comments: \_\_\_\_\_
- Lost - Attach police report to the paper form or as an attachment if emailed.  
Comments: \_\_\_\_\_
- Stolen - Attach police report to the paper form or as an attachment if emailed.  
Comments: \_\_\_\_\_
- Traded In , Requisition # \_\_\_\_\_  
Comments: \_\_\_\_\_
- Sent to Surplus Property.  
Comments: \_\_\_\_\_
- Other - Explain in remarks section.

Other Remarks: \_\_\_\_\_

**Originating Department/Shipper:**

**Receiver:** *(If equipment is transferred, relocated or sent to Surplus Property)*

Department \_\_\_\_\_

Department \_\_\_\_\_

Building \_\_\_\_\_ Room No: \_\_\_\_\_

Building \_\_\_\_\_ Room No: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Ext: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Ext: \_\_\_\_\_

\_\_\_\_\_  
Department Head Signature Date

\_\_\_\_\_  
Department Head Signature Date

### FOR FIXED ASSETS USE ONLY

Cost	Action	Fund
NBV	FAS Signature	Date