



603.5.1f – Capital Equipment Relocation Form
(For Equipment Items Costing \$5000 or More. See Policy 603.5 for details.)

This form is to be used to notify the Asset Management Office 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 of UNC-Chapel Hill.

EQUIPMENT TO BE RELOCATED: _____ **DATE OF REMOVAL OR TRANSFER:** _____

UNC-Chapel Hill Bar Code / Tag No:

Item Description: _____

TRANSFERRING FROM:

Current Department Name:

Department Number:

Building:

Room:

RELOCATION ACTION (please select one):

1. **TRANSFERRING WITHIN UNC-CHAPEL HILL (DO NOT remove bar code or decal!)**

Receiving Department Name:

Department Number:

Building:

Room:

Name of Person Receiving:

Signature of Person Receiving: _____ (*Use Fill and Sign in Adobe Pro)

2. **TRANSFERRING WITHIN UNC SYSTEM (Remove bar code or decal, send to Asset Management CB# 1070)**

Name of Receiving UNC System University:

3. **TRANSFERRING TO ANOTHER INSTITUTION (See 603.6 Transfer of Equipment to Other Institutions)**

PRIOR UNIVERSITY APPROVAL REQUIRED FOR ALL TRANSFERS TO OTHER INSTITUTIONS

Remove bar code or decal and attach to this form.

Name of Receiving Institution:

4. **TRADE-IN**

Remove bar code/tag No. and attach to this form.

Name of Vendor who received trade-in:

Description of Trade-In:

Amount Received: \$

Requisition #:

P.O. #

5. **SCRAPPED FOR PARTS (Equipment MUST NOT be discarded, see Policy 604.1 and send to UNC Surplus)**

Remove bar code /tag No. and attach to this form.

Surplus System Receipt Confirmation:

Date Sent to Surplus:

6. **STOLEN**

Attach copy of policy report to this form

Date reported to UNC-Chapel Hill Security:

7. **CANNOT LOCATE (Please explain in Additional Remarks section below)**

ADDITIONAL REMARKS:

Certified by: _____

Date: _____

Mail To: assets_team@unc.edu
CB#1070, AOB, Airport Drive