



**603.5.1f -Capital Equipment Relocation Form
For Equipment Items Costing \$5,000 or More**

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-CH department.

Transferring from Department Name: _____ Dept. or Function Number: _____

UNC-CH 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 UNC-CH Security _____
- ☆ 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.

Surplus System Receipt Confirmation # _____ Date property moved to Surplus _____

Transfer From Your Department To: Receiving Dept. Name _____
Another UNC-CH Department Function Number _____
(Do Not Remove Bar Code or Decal) 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
See Finance Division Bus.Manual, Capital Assets Proc.602.3 Transferring Equipment

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

Remarks:

Certified By _____

Reproduce form as deemed necessary

Date _____

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