



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 decal'd 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 Custodian Receiving: _____

Custodian PID: _____

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

2. [] **TRANSFERRING WITHIN UNC SYSTEM** (Departments must complete this relocation form and the [UNC System Office Request](#), removing the decal/barcode before submitting both forms (along with the decal/barcode) to CB# 1070.)

Name of Receiving UNC System University: _____

Tag # _____

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. [] **SURPLUSED** (Equipment **MUST NOT** be discarded, see Policy [604.1](#) and send to UNC-Chapel Hill Surplus)

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

Surplus System Receipt Confirmation (DR#): _____

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:

It has been missing for over a year.

Certified by: _____

Date: _____

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