



**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 _____

<input type="checkbox"/> ☆	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.

- Transfer From Your Department To:**
Another UNC-CH Department Receiving Dept. Name _____
(Do Not Remove Bar Code or Decal) Function Number _____
Name of Person Receiving _____

Signature of Person Receiving _____

<input type="checkbox"/> ☆	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**