

University of North Carolina at Chapel Hill
Movable Equipment - Notice of Disposal or Change in Location
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, sent to Surplus Property, sold on bid or transferred to another institution or 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 _____

★ **Bid Sale From Department** Amount Received \$ _____

★ **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)**

Surplus Property -DO NOT REMOVE DECAL! Surplus Receipt Form (P-110) No. _____

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 _____

Other: Intra-dept transfer 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 Business Manual, ASM Policy Statement #6

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

Remarks:

Certified By _____

Date _____