

# PROPERTY INVENTORY CHANGE

**Instructions:** This form is required to be completed before equipment can undergo Cost Center Change, Location or Responsible Person Transfer, Salvage, Trade-in or Missing due to theft. Submit completed form to Auxiliary Services Property Inventory Clerk, RDMT 227.

## CONTACT INFORMATION

Full Name	Title	Department
Email		Phone

## PROPERTY INVENTORY INFORMATION

Transferred From Cost Center		Transferred To Cost Center	
Transferred To Unit	Transferred To Fund		Transferred To Program or Grant
Transferred To Building and Room Number		Transferred To Function	
Transferred To Responsible Person			
Salvage Date	Inventory Status <input type="checkbox"/> Trade-In <input type="checkbox"/> Missing Due to Theft		
Inventory Sticker Number	Inventory Serial Number		
Inventory Description and Notes			

## SIGNATURES REQUIRED TO COMPLETE TRANSACTIONS

Current Responsible Person	Signature	Date
New Responsible Person	Signature	Date