Capital Equipment Form

The PRESENT EQUIPMENT CUSTODIAN is responsible for obtaining all signatures and for returning the completed form to the Business Services Office. Changes cannot be made without all required signatures.

Capital equipment has an acquisition cost or donated value of $3,000 or greater, is movable, and has a useful life greater than one year.

**CAPITAL EQUIPMENT INFORMATION**

<table>
<thead>
<tr>
<th>Asset Tag Number:</th>
<th>Description:</th>
<th>Serial Number:</th>
<th>Model Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TRANSFER OF CAPITAL EQUIPMENT**

* _____ This item was transferred to another department  
  Building: ________________________________

* _____ This item was transferred to the Surplus Department  
  Room #: ________________________________

Present Equipment Custodian (Print)  
Present Equipment Custodian's Signature

*I acknowledge that the above item is no longer in my possession.

New Equipment Custodian (Print)  
New Equipment Custodian's Signature

*I acknowledge that I have received and am responsible for the above item. I have verified that the item is in the location listed above.

**DISPOSITION OF CAPITAL EQUIPMENT**

* _____ This item was destroyed

* _____ This item was donated to ________________________________

* _____ This item was lost

* _____ This item was sold to ________________________________ for $_______

* _____ This item was stolen

* _____ Other: ________________________________

Present Equipment Custodian's Name (Print)  
Present Equipment Custodian's Signature

Present Equipment Custodian's Supervisor (Print)  
Present Equipment Custodian's Supervisor's Signature

Rev. 8/3/10 Dixie State College Business Office