

Date of Transaction: _____

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

Asset Tag Number:	Description:	Serial Number:	Model Number:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TRANSFER OF CAPITAL EQUIPMENT

New Location:	
* _____ This item was transferred to another department	Building: _____
* _____ This item was transferred to the Surplus Department	Room #: _____
_____	_____
Present Equipment Custodian (Print)	New Equipment Custodian (Print)
_____	_____
Present Equipment Custodian's Signature	New Equipment Custodian's Signature
*I acknowledge that the above item is no longer in my possession.	*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 Supervisor (Print)
_____	_____
Present Equipment Custodian's Signature	Present Equipment Custodian's Supervisor's Signature