

Movable Equipment – Surplus / Disposal / Change in Location

Use this form to notify the Capital Assets Office whenever barcoded equipment is moved to another location, lost, stolen, traded, scrapped, ready to send to Surplus Property, or transferred to another institution or department.

List of equipment:

NCCU Barcode	Serial Number	Equipment Description	Pickup Notes

Dates and Locations:

Transfer Date:		Action / Type of Transfer:	
Transfer From (Department, Building, Room):			
Transfer To (Department, Building, Room):			
Remarks:			

Signatures:

	Name / Title	Date	Signature
Requestor			
Dept. Head			
Capital Assets Officer			

Instructions:

- Submit this form to the Capital Assets Officer (cyoung17@nccu.edu or fax no. 919-530-7988) before moving equipment.
- Allow adequate processing time for the completion of the request.
- Facilities Management will contact you with a move/transfer date.
- Central Receiving will contact you to coordinate a date to pick up surplus items.
- For questions/concerns, please contact the Capital Asset Officer (Cheryl Young, cyoung17@nccu.edu, x7124)