

NORTH CAROLINA CENTRAL UNIVERSITY

MOVABLE EQUIPMENT-NOTICE OF DISPOSAL/CHANGE IN LOCATION

Use this form to notify the Capital Assets Officer whenever there is a permanent change in the location of a decaled equipment item or whenever a decaled equipment item is lost, stolen, traded, scrapped, sent to Surplus Property, or transferred to another institution or department.

NCCU Decal or Bar Code #	Item Description

DATE OF TRANSFER OR DISPOSAL:
DEPARTMENT TRANSFERRED FROM:
BUILDING/ROOM NUMBER:
DEPARTMENT TRANSFERRED TO:
BUILDING/ROOM NUMBER:

LEGEND: () SURPLUS PROPERTY; () STOLEN; () LOST; () TRADED-IN; () SOLD; () SCRAPPED;
or () OTHER [Explain in remarks below]

REMARKS:

Received By:	Date:
Department Head: <small>[Signature and Telephone # required]</small>	Date:
Capital Assets Officer:	Date:
Central Receiving Supervisor:	Date:
Grounds Supervisor:	Date:

NOTICES:

- Moving services will not be provided one week prior to or during the weeks of Homecoming, Registrations, Commencements, or Founder's Day. You should consult your academic calendar to avoid conflicts. Non-academic units are encouraged to provide moving services within their units, where possible. The director should contact the moving services manager for advice, equipment or assistance when necessary.
- FAX all REQUEST FORMS to the Capital Assets Officer, BEFORE moving services are rendered. Please fax your requests to 919-530-7988.
- Additional questions? [E-Mail Chevella Thomas: cthomas@nccu.edu](mailto:cthomas@nccu.edu)