

ECU EQUIPMENT CHANGE IN STATUS FORM

Please select at least one check box before e-mailing to fixedassets@ecu.edu

The originating department prepares this form when an equipment item is transferred to another department, relocated, used for trade in, off campus, stolen, replaced or cannibalized.

Refer to the Fixed Assets website regarding form instructions.

ECU FA#:

Asset Description:

Manufacturer:

Model :

Serial #:

Cost :

CHANGE IN EQUIPMENT STATUS

Relocated - Responsibility for the equipment does not change.

Comments:

Transferred to another department - Responsibility for the equipment changes.

Comments:

Trade In, Requisition #:

*Quote must be attached. Include justification in remarks box below.

Comments:

Equipment Off Campus. Return Date:

*Include justification in remarks box below.

Comments:

Home Use of Electronic Data Processor.

*Include justification in remarks box below.

Comments:

Stolen - Attach police report.

Comments:

Cannibalization (no EDP may be cannibalized). Process unwanted parts through PETS.

Comments:

Warranty return/replace. Attach RMA.

Comments:

Gifts/Donations/Transfers to ECU. Please attach all correspondence.

Source of Cost:

Department FOAP: - - -

Other Remarks:

Originating Department:

Receiving Department:

ORGN #:

ORGN #:

Building:

Room No:

Building:

Room No:

Contact Person:

Contact Person:

Department Head Signature

Date

Department Head Signature

Date

FOR FIXED ASSETS USE ONLY

Action

FAS Signature

Date