# CAPITAL EQUIPMENT TRANSFER FORM

(ORIGINAL VALUE $5,000 OR MORE)

<table>
<thead>
<tr>
<th>Property Tag #</th>
<th>Description</th>
<th>Serial #</th>
<th>Move From Building and Room</th>
<th>Move To Building and Room</th>
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Authorized Signature for Banner Organization #

Signature of Person Accepting Equipment

Accepting Location Organization #

Date

RETURN FORM TO GENERAL ACCOUNTING OFFICE, CAMPUS BOX 44

Questions? Contact Alejandra Estevez 351-2389

GAO Form PC-01

Revised 10/18/2016
This form is used to report the movement of equipment having an original value of $5,000 or more from one building to another, one Organization to another, or the temporary storage of an item. Please provide the following information:

- The name of the Organization/Department requesting the move
- The Banner Organization number
- An authorized signature for the Banner Organization
- The UNC property tag number
- Description of the equipment being moved
- Serial number if available
- The building name and room number where the item is being moved from
- The building name and room number where the item is being moved to

Once the equipment is moved, the form should be signed by the person accepting the equipment and the Banner organization number for the accepting Organization/Department should be noted.

Forward the completed form to the General Accounting Office so that inventory records can be updated to reflect the change in location.