



CAPITAL EQUIPMENT TRANSFER FORM

This form is used to report the movement of equipment having an original value of \$10,000 or more (\$5,000 or more if purchased FY17 or prior) from one building or ORG to another or temporary storage of an item.

Please provide all of the following information:

Equipment moving FROM department:	ORG Number	Date	Authorized Signature (If signing electronically, please sign after form is complete)
Equipment moving TO department:	ORG Number	Date	Authorized Signature
Return form to General Accounting Office, Campus Box 44. For questions, please contact the Capital Accountant 1-1827.			IM&T authorized signature (for computer equipment)

Property Tag #	Description	Serial #	Move FROM Building and Room	Move TO Building and Room