



Date of Transaction: _____

Capital Equipment Form

The PRESENT EQUIPMENT CUSTODIAN is responsible for obtaining all signatures and for returning the completed form to the Business Services Office. Changes cannot be made without all required signatures.

Capital equipment has an acquisition cost or donated value of \$5,000 or greater, is movable, and has a useful life greater than one year.

CAPITAL EQUIPMENT INFORMATION

Asset Tag Number:	Description:	Serial Number:	Model Number:

TRANSFER OF CAPITAL EQUIPMENT

New Location Information

This item was transferred to another Asset Custodian

Building: _____

This item was transferred to the Surplus Department

Location Room # _____

Present Equipment Custodian (Print)

New Equipment Custodian (Print)

Present Equipment Custodian (Signature)

New Equipment Custodian (Signature)

I acknowledge that the above item is no longer in my possession.

I acknowledge that I have received and am responsible for the above item.
I have verified that the item is in the location listed above.

DISPOSITION OF CAPITAL EQUIPMENT

This item was lost

This item was donated to: _____

This item was stolen

This item was sold to: _____ Amt:\$ _____

Other: _____

Present Equipment Custodian (Print)

Present Equipment Custodian's **Supervisor** (Print)

Present Equipment Custodian (Signature)

Present Equipment Custodian's **Supervisor** (Signature)