

Division of Financial and Business Services
Equipment Management
INVENTORY ADJUSTMENT FORM

Date Requested	Person to Contact	Telephone Number	Department Name	Mail Code
PLEASE CHECK THE APPROPRIATE BOX TO INDICATE TYPE OF CHANGE REQUESTED				
A <input type="checkbox"/> Transfer of Usable Equipment: Transferring equipment to another on-campus department, (not Surplus Sales) please complete this section. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;">Receiving Department Name & Mailing Address</div> <div style="width: 20%;">Receipient's Name</div> <div style="width: 35%;">Phone Number</div> </div>				
B <input type="checkbox"/> Disposal of Equipment: Do not discard any equipment unless this request is approved by Equipment Management. * If an item was lost or stolen a police or DPS report is required and must accompany this form. Type of Disposal (Check One) Sold <input type="checkbox"/> * Lost <input type="checkbox"/> * Stolen <input type="checkbox"/> Scrapped <input type="checkbox"/> Explanation/Remarks: _____ _____				
C <input type="checkbox"/> Other Adjustments: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 60%;"> Sent to Surplus Sales _____ (when) Donated _____ (to whom) Traded In _____ (PO or Requisition #) Returned to Vendor _____ (Refund or New Item) </div> <div style="width: 40%;"> Explanation/Remarks: _____ _____ </div> </div>				
D <input type="checkbox"/> Temporary loan of equipment to an off campus location, less than 30 days <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;">Receiving Department Name & Mailing Address</div> <div style="width: 20%;">Receipient's Name</div> <div style="width: 35%;">Phone Number</div> </div>				
EQUIPMENT IDENTIFICATION				
Equipment Tag Number/Serial#	Description of Each Item	Current Location (Bldg. & Room No.)	New Location (Bldg. & Room No.)	
<small>NOTE: When transferred equipment that has been acquired originally with federal funds, the recipient agrees, as a condition of accepting this property that no charge will be made to the Federal Government under any existing or future government grant, contract, or subcontract for any depreciation, amortization, or use with respect to such equipment.</small>				
_____ Approved by (Type or Print)		_____ Approval Signature (Dean, Director, Chair and SBO)		_____ Date