University of Massachusetts Dartmouth
Asset Inventory Change Form

Property Control Office
Administration Building, Room 213 508.999.8028 voice
North Dartmouth, MA 02747-2300 508.999.8997 fax

Department:	Contact Person:	Phone:

Do you require moving services? yes no

Is your presence required at the time the equipment is being removed? yes no

Type of Action

IT = In-House transfers TD = Theft, Disappearance, or Destruction RC = Recycling Center SP = Surplus Property TI = Trade-In
TI = Trade-In RT = Return TO = Transfers to Other Institutions

Condition of Equipment

U = Usable O = Obsolete S = Scrap

Fund Source

S = State F = Federal T = Trust G = Grant D = Donation

Please use the above codes to fill in the information below:

Univ. Tag #	Type of Action	Description	Condition	Location (Building and Room)	Fund Source	Mfg.	Model #	Serial #	PO #	Account #	Acq. Cost

In-house transfers

Please specify new location, contact name, phone number, responsible person, and budget number to charge and credit.

Trade-in of Equipment (attach a copy of the PO and the University tag of traded equipment)

Please specify the vendor and the amount of credit received for the equipment traded in

Transfers to Other Institutions

Please specify name and address of institution, grant/contract number and status (continuing, inactive)

Approval	**Print Name**	**Signature**	Date
Department Head	_____	_____	
Property Manager	_____	_____	
Fixed Asset Manager	_____	_____	

Note: When transferred equipment is originally acquired with federal funds, the recipient agrees as a condition to accepting the property, that no charge will be made to the Federal Government under existing or future Government grant, contract or subcontract for any depreciation, amortization, or use with respect to such equipment.

Attach Additional Forms and Return to Fixed Asset Manager