

The University of North Carolina at Asheville  
Equipment Transfer Form

**THIS FORM IS TO BE USED WHEN EQUIPMENT IS MOVED, SOLD, STOLEN, ETC**

Date of Request: \_\_\_\_\_

Equipment Tag # (Blue Property Tag): \_\_\_\_\_

Item Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Current Location (building, room, etc.): \_\_\_\_\_

New Location (building, room, etc.): \_\_\_\_\_

Will transfer be permanent (over 90 days)?      **YES**                           **NO**

If temporary, for how long? \_\_\_\_\_

Signature of person formerly responsible for item: \_\_\_\_\_

Signature of person newly responsible for item: \_\_\_\_\_

Item was (Check One):

Lost       Traded       Stolen       Transferred to       Scrapped

Other (Please explain in remarks)

Moved By Signature: \_\_\_\_\_ Date Moved: \_\_\_\_\_

Remarks \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**VICE CHANCELLOR AUTHORIZATION (IF REQUIRED):**

FOR DEPARTMENT TRANSFERRING ITEM \_\_\_\_\_

FOR DEPARTMENT RECEIVING ITEM \_\_\_\_\_

**FINANCIAL AFFAIRS USE ONLY:**

Entered on Computer By \_\_\_\_\_ Date \_\_\_\_\_