

Tulane

TMC Moveable Asset Change Form

Date _____

Prepared by: _____ Originating Dept: _____

Fill out this form when tagged or capital equipment is moved to a different room or building, transferred to another department or institution, becomes surplus and is accessible for use by other departments, becomes unusable or obsolete and is available for disposal. One form can be used per lot of identical equipment. **Any questions or comments please call 588-5104. Fax 584-2854.**

**PLEASE RETURN TO
Property Management Box EP-16**

Tag number _____

Description _____

I. Donation/Transfer/Sold to: _____

Project _____ Task _____ Award (If applicable) _____ Est. value \$ _____

Model _____ Serial _____

Manufacturer _____ Acquired _____

II. Equipment re-locations:

Present: Dept _____
Building _____
Room _____

New: Dept _____
Building _____
Room _____

III. The equipment described above is: (check all that apply):

Surplus	Obsolete	Not usable
Stolen	Traded in	Unable to locate
Donated	Sold	Scrapped

IV. Disposal only:
Explanation

Approval signatures:

Chair or Director of transferring Dept.

Date

Chair or Director of receiving Dept.

Date