Equipment Change in Status Form

This form is to be used to notify Equipment Accounting of any changes to equipment items that need to be made to the University's Equipment Inventory records.

<table>
<thead>
<tr>
<th>Tag # (5 Digits):</th>
<th>PI Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department #:</td>
<td>Building:</td>
</tr>
<tr>
<td>Acquisition Cost (if known):</td>
<td>Room #:</td>
</tr>
<tr>
<td>Speedtype:</td>
<td>Serial #:</td>
</tr>
<tr>
<td>Description:</td>
<td>Model #:</td>
</tr>
</tbody>
</table>

Is Equipment (select one from drop down menu)

Obsolete Equipment

SECTION A - Transferring out of CWRU

Retirement
Sold/Traded

Proceeds
Traded for: __________________________

Speedtype & Account Proceeds Deposited To: __________________________

Moving with PI to another Institution
Name of Institution: __________________________

If equipment is being transferred out of CWRU per a proposed contract, it must be reviewed by the Office of General Counsel, and then only may be signed by authorized signors on behalf of the university, before the transfer can occur.

SECTION B - Transferring into CWRU

Please contact Equipment Accounting at controller-equipment@case.edu or 368-5946.

SECTION C - Transferring from one department to another

Old Department #

New Department #

New Custodian

New Speedtype (if applicable)

New Location

SECTION D - Changing physical location only

Department #

Old Location

New Location
New Custodian (if applicable)  

______________________________
If equipment is being transferred out of CWRU per a proposed contract, the contract must first be reviewed by the Office of General Counsel, and then only may be signed by authorized signors on behalf of the university, before the transfer can occur.

This section to be completed by Equipment Accounting

Please e-mail completed form to controller-equipment@case.edu or mail to:

EQUIPMENT ACCOUNTING
BioEnterprise Building
LC 7006
ROOM 351