

# 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.*

Tag # (5 Digits): \_\_\_\_\_ PI Name: \_\_\_\_\_  
Department #: \_\_\_\_\_ Building: \_\_\_\_\_  
Acquisition Cost (if known): \_\_\_\_\_ Room #: \_\_\_\_\_  
Speedtype: \_\_\_\_\_ Serial #: \_\_\_\_\_  
Description: \_\_\_\_\_ Model #: \_\_\_\_\_

**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](mailto: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)

\_\_\_\_\_

\_\_\_\_\_

**APPROVALS:**

	Name	Signature	Date
Department Administrator	_____	Signature Field <input type="text"/>	_____
Department Chair *	_____	Signature Field <input type="text"/>	_____
Dean's Office Designee*	_____	Signature Field <input type="text"/>	_____
Environmental Health & Safety	_____	Signature Field <input type="text"/>	_____
Office of Research Administration**	_____	Signature Field <input type="text"/>	_____
[U]Tech Information Security Office**	_____	Signature Field <input type="text"/>	_____
Export Control officer (Compliance)**	_____	Signature Field <input type="text"/>	_____

\* Not needed for Section D

\*\*Only needed for Section A

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.

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This section to be completed by Equipment Accounting

Equipment Accounting	_____	Signature Field <input type="text"/>
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Date processed in AM	_____
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Please e-mail completed form to [controller-equipment@case.edu](mailto:controller-equipment@case.edu) or mail to:

EQUIPMENT ACCOUNTING  
BioEnterprise Building  
LC 7006  
ROOM 351