



Please Return to the Business Office – ext. 7252

**New Purchased Equipment Form**

Equipment Description: \_\_\_\_\_

Serial Number: \_\_\_\_\_  P-Card  PO Number: \_\_\_\_\_

*If bought with a P-Card attach a copy of the receipt*

Purchase Date: \_\_\_\_\_ Purchase Cost \_\_\_\_\_ Vendor: \_\_\_\_\_

Building: \_\_\_\_\_ Room #: \_\_\_\_\_

Responsible Employee's Name & Signature: \_\_\_\_\_

**Transfer Equipment Form**

Inventory tag #: \_\_\_\_\_

Equipment Description: \_\_\_\_\_

Was equipment purchased with Federal Funding? Yes  No

If yes, stop and see "Surplus of Restricted Equipment" Form

Transferred From:

\_\_\_\_\_  
Name Building & Room # Signature

Transferred To:

\_\_\_\_\_  
Name Building & Room # Signature

**Disposal/ Trade-In Form**

Inventory tag #: \_\_\_\_\_

Equipment Description: \_\_\_\_\_

*(Please attach tag)*

Was equipment purchased with Federal funding? Yes  No

If yes, stop and see "Surplus of Restricted Equipment" Form

Responsible Employee's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Department Head/ Dean Date

\_\_\_\_\_  
IT Signature (computers only) Date

\_\_\_\_\_  
Surplus Receiving Signature Date