

University of North Carolina at Pembroke Transfer of Movable/Surplus Equipment

This form is to be used to notify Auxiliary & Business Services of any change in equipment location.

TRANSFER THE FOLLOWING ITEMS:

From Department: _____ Building/Room: _____ Working/Nonworking _____

FUND# _____ FATAG/SERIAL# _____ DESCRIPTION: _____

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FUND# _____ FATAG/SERIAL# _____ DESCRIPTION: _____

FUND# _____ FATAG/SERIAL# _____ DESCRIPTION: _____

FUND# _____ FATAG/SERIAL# _____ DESCRIPTION: _____

FUND# _____ FATAG/SERIAL# _____ DESCRIPTION: _____

FUND# _____ FATAG/SERIAL# _____ DESCRIPTION: _____

FUND# _____ FATAG/SERIAL# _____ DESCRIPTION: _____

FUND# _____ FATAG/SERIAL# _____ DESCRIPTION: _____

FUND# _____ FATAG/SERIAL# _____ DESCRIPTION: _____

FA=Fixed Asset (equipment that cost over \$5000.00)

To Department: _____ Building/Room: _____

Signature of Custodial Department: _____

Date: _____

Surplus Items _____

Transfer Items _____

Once the form is completed, email form to asset.management@uncp.edu.

This form must be completed by a full-time UNCP employee of the custodial department and sent to Surplus/Fixed Assets. Arrangements will be made to either transfer or remove the items listed. **If you are going to surplus computers please contact DoIT for pickup. If this form is not completed correctly the form will be rejected and a delay in transfer/pickup will occur.** Please take the time to insure a timely move of equipment by completing this form in its entirety. If you have any questions, please contact Surplus/Fixed Assets Department at (910)521-6346.