

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:
_____	_____	_____
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: _____

Transfer Initiated By: _____

Date: _____

Surplus Items _____

Transfer Items _____

Once the form is completed, email form to business.services@uncp.edu.

This form must be completed and sent to Business Services. 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 Business Services Department at (910)521-6346.