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: _____

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

To Department: _____ Building/Room: _____

Signature: _____

Date: _____

Surplus Items ☐ **Transfer Items** ☐

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

This form must be completed by a permanent UNCP employee 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.