

# RUTGERS UNIVERSITY

## EQUIPMENT TRANSFER / DISPOSAL FORM

### **INSTRUCTIONS:**

This form is to be filled out when any University equipment is to be transferred or disposed of.

1. Fill out Section I.
2. When transferring equipment, complete Section II.
3. When disposing of equipment, complete Section III.
4. Send completed form to:

Property Management Department  
Livingston Campus, Bldg. 4088

If you have any questions regarding this form or your department inventory, you can contact the Property Management Department at extension 5-2117/2118.

### **Section I: EQUIPMENT DETAIL INFORMATION**

Department \_\_\_\_\_ Date \_\_\_\_\_

Approved by: Printed name / Title \_\_\_\_\_

Signature \_\_\_\_\_

RU tag#	Description	Serial #

### **Section II: EQUIPMENT TRANSFER**

New location of equipment (Dept./Bldg./Room #, if applicable):

\_\_\_\_\_

\_\_\_\_\_

### **Section III: EQUIPMENT DISPOSAL**

For equipment disposed of, please check the appropriate box below:

- Stolen. (Please attach a copy of the "University Police Report.")
- Trade-in. (Please list the P.O. number which shows the trade-in: \_\_\_\_\_)
- Returned to vendor. (Please attach a copy of the credit memo from the vendor.)
- Cannibalized by the department.

\* For equipment transferred to Materiel Services do not use this form. Forward a copy of the Department Surplus Disposal Request to this office. ETDF 1/0