

INSTRUCTIONS FOR EQUIPMENT TRANSFER BETWEEN DEPARTMENTS

Use this form if you want to transfer equipment to another department or program on campus OR if you want to put equipment in the warehouse FOR STORAGE ONLY.

If you want equipment picked up and disposed of, DO NOT USE THIS FORM. The form to use for equipment that is no longer needed or wanted is the Declaration of Surplus Equipment form.

Section I - all of this information is to be completed by the department or program requesting the transfer of equipment that is to be sent to another program or department on campus or to warehouse storage.

Please fill in the following information in Section 1 of the form:

The name of the department or program who is requesting the transfer of equipment

Where to locate the equipment to be transferred, building and room number.

The name of the person in the program or department who is requesting this transfer.

Enter the name of the department or program who is receiving the equipment.

Enter the building and room number where the equipment is to be delivered.

Answer the question, "Is the equipment on your physical inventory?" Yes or No

If there is a listing of several items and if even one item of equipment is on inventory, answer "Yes."

If the equipment IS on inventory, please fill in the section to be signed by the Dean, Director, Chair of the program or department and have him or her sign the form.

If you do not know if the equipment is on the physical inventory, please check with the secretary or administrative assistant in your office or phone the Property Manger at extension 4104.

Use the first two columns to list the equipment that you want transferred. The last two columns are to be completed by maintenance personnel IF the equipment is on inventory.

If the equipment to be transferred is NOT on inventory, this form can be faxed or sent through campus mail to the Physical Plant. The fax number is 4859.

If the equipment is ON inventory, please print out the form, complete the section that must be signed by the Director, Dean or Chair of the Department or Program and fax or send the form through campus mail to the Property Manager. The fax number is 4302.

Keep a copy of the transfer in your property records.

After the form has been sent to either the Physical Plant or the Property Manager, a work order will be entered to transfer the equipment. Physical Plant Maintenance personnel will pick up the equipment and deliver it to the department or program indicated on the delivery instructions.

If you have any questions regarding these instructions or the form, please call the Property Manager at extension 4104.

SECTION III

If your department or program is receiving equipment- that IS ON INVENTORY, please complete this section and fax or campus mail a copy of this form to the Property Manager. The fax number is 4302.

If you send it through campus mail, keep a copy in your property records.

MIDWESTERN STATE UNIVERSITY
Request for Equipment Transfer BETWEEN DEPARTMENTS

SECTION I - to be completed by the department or program requesting pick-up of the equipment:

Equipment is to be transferred FROM the following department or program: _____

Equipment is located in building and room number: _____

Transfer request is being made by (name and extension of person making request): _____

Equipment is to be DELIVERED TO the following department or program: _____

Equipment is to be delivered to building room number: _____

IS THE EQUIPMENT ON YOUR PHYSICAL INVENTORY? Yes No

If the equipment is on inventory, the transfer must be approved by the Director, Dean, or Chair of the Department or Program requesting the transfer of equipment. Please complete the following information:

Printed Name and Title of Chair, Director, or Dean _____ Signature _____

Date _____ Extension Number _____ Fax Number _____

If the equipment is NOT on inventory, please send this form to Physical Plant.

If the equipment IS ON inventory, please fax or campus mail this form to the Property Manager. The fax number is 4302.

The following is a detailed list of the equipment to be transferred to another department or program

MSU Inventory Tag Number (or NONE)	Complete Description of Equipment to be Moved to Another Department/Program on Campus (please include serial number and manufacturer name.)	IF THE EQUIPMENT IS ON INVENTORY THIS INFORMATION MUST BE COMPLETED BY DELIVERY PERSONNEL	
		Equipment was delivered to Building	Room Number

(Continue the listing on a separate sheet if necessary.)

SECTION II - to be completed by delivery personnel

The equipment was delivered to the following department or program:

Delivered by _____ Delivery Date _____

Delivery personnel please fill out the above LOCATION information if the equipment is on inventory. Leave a copy of this page with the receiving department. If the equipment is on inventory, advise the receiving department to complete Section III. If the equipment is on inventory, send the Property Manager a copy of this page.

SECTION III - to be completed by the Director, Dean or Chair of the RECEIVING Department or Program IF THE EQUIPMENT IS ON PHYSICAL INVENTORY.
*I hereby accept responsibility to exercise reasonable care, safeguard, maintain and service this equipment and will notify the Property Manager when the equipment has no further use and is available for disposal.***

Printed Name and Title of Chair, Director, or Dean _____ Extension Number _____ Fax Number _____

Signature _____ Date _____

**Receiving department/program: please fax this form to Property Manager at fax number 4302 if this section is completed.

SECTION IV - to be completed by the Property Manager if the equipment is on inventory

The location records for this equipment were updated by the Property Manager.

Printed Name and Signature _____ Extension Number _____ Date _____

For equipment that is on inventory, the Property Manager will fax copies of the completed request to both the department or program transferring and receiving the equipment after the property location records have been updated.

IF YOU HAVE QUESTIONS CONCERNING HOW TO FILL OUT THIS REQUEST, PLEASE CALL THE PROPERTY MANAGER AT EXTENSION 4104.