

# Eastern Oklahoma State College Equipment Inventory Change Form

\_\_\_\_\_  
(Date)

*Change Type:*     *Add New Asset*     *Transfer Ownership*     *Disposal of Asset*

**Section I**        (All change types complete Section I)

Departmental Account # and Title \_\_\_\_\_ --- \_\_\_\_\_

Inventory Tag Number \_\_\_\_\_    Serial Number \_\_\_\_\_

Description \_\_\_\_\_

Model Number \_\_\_\_\_    Manufacturer \_\_\_\_\_

Location ---    Building \_\_\_\_\_    Room # \_\_\_\_\_

If College Does Not Own Title to Asset, Enter Title Holder and Type \_\_\_\_\_

I assume physical responsibility for the above item(s) for my department:

\_\_\_\_\_  
(Responsible Department Representative)

**Section II**        (Business Office will Complete Section II for New Assets)

Claim # \_\_\_\_\_    PO # \_\_\_\_\_    Cost \_\_\_\_\_

Asset Type \_\_\_\_\_    Life \_\_\_\_\_    Depr Method \_\_\_\_\_

**Section III**        (Transfer of Ownership Must Complete Section III)

New Departmental Account # and Title \_\_\_\_\_ --- \_\_\_\_\_

I assume physical responsibility for the transfer of the above item to my department:

\_\_\_\_\_  
(Responsible Department Representative)

**Section IV**        (Disposal of Asset Must Circle Disposal Code in Section IV)

1 Trade In    2-Stolen    3-Lost    4-Sold    5-Salvage    6-Sent to Surplus Property    7- \_\_\_\_\_

If Trade In List PO# \_\_\_\_\_    If Sold List Sales Price \$ \_\_\_\_\_

If Lost or stolen attach copy of Security Report.

\_\_\_\_\_  
(Responsible Department Representative)

(For multiple assets attach approved Multiple Equipment Inventory Change Form Continuation Sheet)