Request No. _____

EQUIPMENT INVENTORY MODIFICATION REQUEST

Instructions to Department: Submit this form to the Equipment Management Department (Mail Code: 0953) when a change is required to the responsibility of University equipment assigned to your operating unit. An approved copy will be returned to the property administrator listed below.

Property Administrator Information:

Name:_____

Department:_____ Mail Code:_____

Phone:_____Fax:_____Email:_____

Transaction Type: **Explain circumstances in Remarks section**

☐ Transfer
- ☐ Surplus Sales **(Mail code 0046)**
- ☐ Outside Institution
- ☐ Interdepartmental
- ☐ Intercampus

☐ Destroyed
☐ Cannibalized
☐ Found in site
☐ Add Freight Costs
☐ Other **(Explain in remarks section)**

☐ Lost: Police Report #._____
☐ Stolen: Police Report #._____
☐ Trade-in: P.O.#_____

☐ Loan Period ____ /____ /2____ thru ____ /____ /2____

Transfer or Loan from:

Name: _____

Dept. _____Fin Unit: _____

Address: _____

_____

Transfer or Loan to:

Name: _____

Dept. _____Fin Unit: _____

Address: _____

_____

Credit Surplus Sale to:

Entity	Fund	Account	Project	Task

Charge accessory, transfer. or freight charge to:

Entity	Fund	Account	Project	Task

☐ **Fabrication:** **Provide a complete description of the fabrication. List all recharges, PO numbers and their $ value in the Equipment Identification section. Use the EIMR Attachment form if necessary.**

Materials and Supplies: → $_____

Equipment Components: → $_____

Total Cost: $ _____

Equipment Identification: **Provide complete information. Use EIMR Attachment form if necessary**.

UCID No.	Description of Each Item (Include Serial Number)	New Location		Order or Reference No.	Cost or Value
		Room	Building		

Remarks:_____

_____

Approval (check appropriate box): ☐ Department ☐ Agency ☐ Other_____

1. _____ _____
UCSD Department Signature Date

2._____ _____
Receiving Signature Date

Equipment Management Approval:

1. _____ _____
UCSD EQM Signature Date

2._____ _____
Receiving EQM Signature (if applicable) Date

SUBMIT 2 COPIES TO EQUIPMENT MANAGEMENT, MAIL CODE 0953