BINGHAMTON UNIVERSITY
Transfer/Disposal of Equipment (FORM A)

Use this form to report the transfer or request for disposal of eligible equipment under the following situations. If more than one piece of equipment is being reports, please list on a separate sheet. If Research Foundation equipment is involved, please forward the original form through the Sponsored Funds office to the Property Control Office.

INDICATE REASON FOR TRANSFER:

- ❑ Within Department – relocated (Complete Sections 1, 2, 3, and 9)
- ❑ Transferred to another department (Complete Sections 1, 2, 4, and 9)
- ❑ Off campus – on loan (Complete Sections 1, 2, 5, and 9)
- ❑ Permanent Disposal (Complete Sections 1, 2, 6, and 9)
- ❑ Lost or Stolen (Complete Sections 1, 2, 7, and 9)
- ❑ Trade-in (Complete Sections 1, 2, 8, and 9)

FORM A completed by:_____

1. **Equipment Asset Tag # and Description: (use serial # in absence of asset tag)**

   _____ _____
   SUNY/RF/BUF # Equipment Description

2. **Originating Department**:_____Date:_____

3. **Transfer Within Department, Relocated**
   Original Location: _____ Moved To: _____
   Building Room Building Room

4. **Transferred to Another Department**
   Moved from: _____Moved To:_____
   Building Room Building Room

5. **Off Campus – On Loan (temporary or extended Loan)**
   Loaned to:_____ Address:_____

   Department Location_____ Purpose of Loan_____
   Building Room
   To Be Returned on_____Date returned_____
   (Two year maximum) Condition upon return_____

6. **Permanent Disposal**
   Location _____ Service request submitted_____
   Building Room Date
   Condition of Equipment_____

7. **Lost/ Stolen:**
   Last known location_____Date lost/stolen_____
   Building Room

8. **Trade-In**
   Original Location_____PO# of New Equipment_____

9. **Department Approvals**:

   Chair or Department Director_____
   (Print Name) (Signature)
   RF Project Director_____ _____
   (Print Name) (Signature)

THIS AREA FOR PROPERTY CONTROL OFFICE ONLY

PCS System Input Date:_____Status Code_____ Department #_____

Distribute copies as follows
Property Control / Department / Public Safety / Attach to Equip / Sponsored Funds (if RF item)

2/9/05