



Equipment Inventory Change Request

Section I: Releasing Department Information

Department Name _____ Prepared By _____
(Fixed Assets Coordinator)

Date _____ FAC's Email _____ Extension _____

Approving Signature _____ Name & Title _____
(Please Print)

NOTE: For Grant or Equipment Trust Funds Items, Contact Fixed Assets prior to any action.

Please list equipment below with a detailed description. Use Attached List for more than 5 items.

Property of JMU ID#	Description (Item Name, Manufacturer, Model #, Serial #, JMU ESN)
1.	
2.	
3.	
4.	
5.	

Check Appropriate Change Action Below: (One Action per Form)

Section II	Section III
<p>TO SURPLUS PROPERTY WAREHOUSE</p> <p>Received By _____</p> <p>Date _____ Ext.# _____</p>	<p>TO ANOTHER JMU DEPARTMENT</p> <p>Department Name: _____</p> <p>Building _____ Room # _____</p> <p>Received By: _____</p> <p>Date _____ Printed Name: _____</p>
Section IV	Section V
<p>TO A DIFFERENT BUILDING (within same Dept.)</p> <p>Building _____ Room # _____</p>	<p>DISPOSAL</p> <p>Trade-In (Provide PO#) _____ Lost/Stolen* _____</p> <p>Cannibalized for Parts _____ Casualty Loss * _____</p> <p>*see Financial Procedures Manual, Section 3040</p>

FORM DISTRIBUTION :
 (responsibility of the Releasing Department)

Original Copy

Scan and email to fixedassets@jmu.edu or mail to Fixed Assets-MSC 5704 Receiving Department, Fixed Assets Coordinator (if section III is checked)