SIU Request for Inventory/Equipment Change of Status Form

Edwardsville Campus End User Instructions

FORM – Request for Change of Status of Equipment

Purpose: To provide documentation for changes in the status of equipment inventory. Examples of changes include interdepartmental transfers, equipment loans, and complete removal from inventory because the equipment has been lost, stolen, cannibalized, or traded-in to vendor for new equipment.

Access: Access the form via this link: http://www.siue.edu/FORMS/AIS/Eforms/fa_100e_507_f_change_of_status.htm

Instructions: Complete this form using the following instructions: (Unless noted, all fields are REQUIRED.)

Departmental Information (Section 1): Provide basic information about the department(s) involved in the transaction.

From

Property Control Unit Title-Unit Number

Select the correct Unit Title and Number from the drop-down box.

Signature

After the form has been completed, the unit officer of the SIU unit listed on *From: Property Control Unit Title* should sign the form to indicate his/her approval.

By signing the form, the unit officer certifies that all equipment which is on loan is being used exclusively for university purposes, and that he/she concurs with the justification provided in the *Additional Information* area.

Date

After the form has been completed, the unit officer should indicate the date which he/she signs the form.

To

Property Control Unit Title-Unit Number

If "Transfer" to another SIU unit, select the name of the SIU unit from the drop-down box that will be accepting custodianship responsibility for the equipment.

If "Transfer" to an Illinois State Agency, select ILLINOIS STATE AGENCY from the drop-down box and then hand write the actual name of the Agency which will be accepting custodianship responsibility for the equipment.

If "Loan" to another SIU unit, select the name of the SIU unit from the drop-down box, which will be accepting temporary custodianship responsibility for the equipment.

If "Loan" to an individual or group other than another SIU unit, select OTHER from the drop-down box and then hand write the name of the individual or group which will be accepting temporary custodianship responsibility for the equipment.

If "Cannibalize", "Trade-In", or "Lost/Stolen", leave blank.

Signature

If "Transfer" to another SIU unit, the unit officer of the SIU unit listed on *To: Property Control Unit Title* should sign the form to indicate his/her acceptance of the item(s) listed in the Equipment Information section.

If "Transfer" to an Illinois State Agency, a representative of the Illinois State Agency which receives the equipment should sign the form to indicate his/her acceptance of the item(s) listed in the Equipment Information section.

If "Loan" to another SIU unit, the unit officer of the SIU listed on *To: Property Control Unit Title* should sign the form to indicate his/her acceptance of the item(s) listed in the Equipment Information section.

If "Loan" to an individual or group other than another SIU unit, the borrower should sign the form to indicate his/her acceptance of the item(s) listed in the Equipment Information section. By signing the form, the borrower certifies that the equipment will be used exclusively for university-related business or activities and that he/she is liable for any loss, damage, or destruction of such equipment.

If "Cannibalize", "Trade-In", or "Lost/Stolen", leave blank.

Date

After the form has been completed, the individual whose signature appears in the *To: Signature* should indicate the date which he/she signs the form.

Transaction Information (Section 2): Provide basic information about the type of transaction. Check one.

Transfer If equipment is to be transferred from one SIU unit to another SIU unit or to an Illinois State Agency.

Loan If equipment is to be loaned from one SIU unit to another SIU unit, an individual, or a group or organization.

Cannibalize If equipment is to be used to provide parts to repair another item(s).

Trade In If equipment is to be "traded-in" as part of the purchase price of new equipment of a like nature. Note that if "Trade-In" is selected, another field is displayed:

Requisition Number
If "Trade-In", please enter the requisition number assigned to the requisition for new equipment. Otherwise, leave blank.

Lost/Stolen If equipment is unable to be located. Note that if "Lost/Stolen" is selected, another question is displayed:

Was Department of Public Safety/University Police notified?
Check yes or no to indicate whether the University Police was notified.

If yes, date notified
Enter the date the Department of Public Safety/University Police was notified. (Format DD Mmm YYYY)

Additional Information
If "Transfer" to another SIU unit, enter any additional information that may be pertinent, such as a contact name and telephone number. This field may be left blank for an interdepartmental transfer.

If "Transfer" to an Illinois State Agency, enter the reason for the transfer. This field is required for a transfer to another State Agency.

If "Loan", enter the justification for the loan. This field is required for all loans.

If "Cannibalize", or "Trade-In", enter the reason for the trade in or cannibalization.

If "Lost/Stolen", enter any other pertinent information regarding the loss of this item.

Equipment Information (Section 3): Provide basic information about the equipment which is involved in the transaction.

Inventory Tag No. Enter the tag number of the item of equipment item.

Description of Item(s) Enter a brief description of the equipment item.

Acquisition Date Enter the date that the equipment item was purchased. (Date Format DD Mmm YYYY)

Inventory Value Enter the historical cost of the equipment item.

Current Bldg Enter the 6-digit building number in which equipment item is currently located. For interdepartmental transfers, this is the building of the original unit (transferor).

Current Room Enter the 6-digit room number in which equipment item is currently located. For interdepartmental transfers, this is the room location of the original unit (transferor).

New Bldg For interdepartmental transfers only, enter the 6-digit building number in which equipment item is going to be located. This is the building location of the receiving unit (transferee). For all other types of transactions, leave blank.

New Room For interdepartmental transfers only, enter the 6-digit room number in which equipment item is going to be located. This is the room location of the receiving unit (transferee). For all other types of transactions, leave blank.

Function Enter the appropriate function code that best describes how the equipment will be used from the table below.

FUNCTION CODE	FUNCTION DESCRIPTION
11	Instruction
12	Research
13	Public Service
14	Academic Support
15	Student Services
16	Institutional Support
17	Operations and Maintenance of Plant
18	Scholarships and Fellowships
19	Mandatory Transfers
30	Auxiliary Enterprises

Administrative Approvals (Section 4): As required by campus.

Dean or Director (Forward to Vice Chancellor)
This field is not required for interdepartmental transfers. It is required for "Transfer" to Illinois State Agency, "Loan", "Cannibalize", "Trade-In", or "Lost/Stolen" transactions.

Date Enter the date that the dean or director signed the form, if required.

Vice Chancellor This field is not required for interdepartmental transfers. It is required for all "Loans" and "Transfer" to Illinois State Agency. It is required for "Cannibalize", "Trade-In", or "Lost/Stolen"

transactions only if the unit which initiates the transaction is at the dean/director level or higher.

Date — Enter the date that the vice-chancellor signed the form, if required.

Special Notes:

- Departments cannot scrap items. Broken, obsolete, or surplus items must be transferred to Surplus Property (use the Surplus Property Pick-up Form)
- Loss/theft of all items greater than $500 will require a security report.
- When permission to cannibalize is received from the State of Illinois, the unit will be notified.
- When approval to trade-in is received from the State of Illinois, Purchasing will be notified.
- If additional information is needed, please call Property Control at Ext. 3279.

Routing: Print the form, obtain the necessary signatures, and mail to: Property Control PO Box 1002.