Inventory/Equipment Change of Status Form Instructions

**Purpose:** To document changes in the status of equipment. Examples include interdepartmental transfers, equipment loans, and removal from inventory because equipment was lost, stolen or traded-in to a vendor for like equipment.

**Note:** This form is not required for an employee to use mobile equipment (e.g. laptop, tablet) at an off-campus location (e.g. travel, home).

**Access:** Form link: <http://www.siue.edu/its/ais/eforms/pdf/inventory_change.pdf>

**Instructions:** (Unless noted, all fields are **REQUIRED**.)

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

***From*** *Property Control Unit Title-Unit Number*

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

*Signature*

The fiscal officer/delegate of the unit listed should sign to indicate his/her approval.

By signing, the fiscal officer/delegate certifies that all loaned equipment is used exclusively for university purposes, and that he/she concurs with the justification in the *Additional Information* area.

*Date*

The fiscal officer/delegate should enter the date on which he/she signs the form.

***To*** *Property Control Unit Title-Unit Number*

For “Transfer to another SIUE unit”, select from the drop-down box the unit that accepts custodianship responsibility for the equipment.

For “Loan to another SIUE unit”, select from the drop-down box the unit that accepts temporary custodianship responsibility for the equipment.

For “Loan to an individual or group other than another SIUE unit”, select OTHER from the drop-down box and hand-write the name of the individual or group that accepts temporary custodianship responsibility for the equipment (e.g. hospital or school).

For “Stolen”, “Lost” or “Trade-In”, leave blank.

*Signature*

For “Transfer to another SIUE unit” or “Loan to another SIUE unit”, the fiscal officer/delegate of the receiving unit should sign the form to indicate his/her approval.

For “Loan to an individual or group other than another SIUE 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 borrower is liable for loss, damage, or destruction of the equipment.

For “Stolen”, “Lost” or “Trade-In”, leave blank.

*Date*

The fiscal officer/delegate or non-SIUE borrower should enter the date on which

he/she signs the form.

**Transaction Information (Section 2)**: Check one.

*Transfer to another SIUE unit:* If equipment is to be transferred from one SIUE unit to another.

This form is not required for room changes within the same unit; email room changes to mskelto@siue.edu.

*Loan to another SIUE unit*

*Loan to an individual or group other than another SIUE unit*

***NOTE: For Loans to another SIUE unit or to an individual or group other than another SIUE unit, the form should be filed in the lending department and need NOT be sent to Property Control.***

*Stolen:* If you suspect that the equipment was stolen.

*Were University Police notified?* Yes or No

*If yes, date notified:* Enter the approximate date the University Police were notified.

*Lost:* If equipment cannot be located but you do not suspect theft.

*Were University Police notified?* Yes or No

*If yes, date notified:* Enter the approximate date the University Police were notified.

*Trade In:* If equipment is “traded-in” as part of the purchase price of like equipment. Also enter

the Purchase Order Number.

**NOTE: Equipment may not be traded-in on Pcard purchases.**

*Additional Information:* Enter any additional information that may be pertinent. (e.g., the

purpose of equipment loans)

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

*Inventory Tag No.:* Enter the tag number of the equipment item (format Exxxxxx).

*Description:* Enter a brief description of the equipment item.

***For Transfers***

*New Building:* For interdepartmental transfers only, enter the building name in which

equipment item will be located.

*New Room:* For interdepartmental transfers only, enter the room number in which

equipment item will be located.

**For Lost or Stolen Items -High Risk (Confidential) Info?**

Check Yes, No or N/A to indicate the presence of high-risk (confidential) information (e.g., on the hard drives of lost or stolen computers).

**Administrative Approval (Section 4): (Required only for Lost or Stolen Items)**

Dean or Director must sign and date for lost or stolen items.

**Note: Departments cannot scrap items. All broken, obsolete, or surplus items (tagged or un-tagged) must be transferred to SIUE Surplus Property (use the Surplus Property Pick-up Form located here:** [**http://www.siue.edu/its/ais/eforms/pdf/surplus.pdf**](http://www.siue.edu/its/ais/eforms/pdf/surplus.pdf)**)**