Inventory/Equipment Change of Status Form Instructions

**Purpose:**

Document changes in the location of equipment for inventoried items.

* This form is back-up provided to CMS for all University property that has been relocated.
* Items that are not on inventory do not have to be submitted to Property Control. Departments may want to fill out of the form for their departmental records.

**Access:**

* <https://www.siue.edu/its/ais/eforms/index.shtml>
	+ You will need to download the form and save it to your computer (desktop, documents, etc.)
		- When you open the form from the link above, on the top right, click on the down arrow, , to download the form and save it.

**Instructions:**

**Departmental Information (Section 1) –** work from left to right

* From: Use the drop-down menu to find your departments Unit name and Unit number
* Fiscal Officer/Delegate Signature
* Must be digitally signed by Unit’s fiscal officer or delegate
* To: Use the drop-down menu to find the receiving department’s Unit name and Unit number
* Fiscal Officer/Delegate Signature of Receiving Unit
* Must be digitally signed by Unit’s fiscal officer or delegate

**Transaction Information (Section 2)**

* Select One: Use the drop-down menu to chose which type of change is to be done.
	+ Transfer to another SIUE Unit
	+ Loan to another SIUE Unit: This type of transaction does not get sent to Property Control. For departmental back up only.
	+ Loaned to a non-SIUE unit (individual or group): This type of transaction does not get sent to Property Control. For departmental back up only.
	+ Stolen:
		- Go to the next drop-down menu, Were University Police notified? and answer yes or no.
		- The Dean or Director of your area MUST digitally sign off on this in Section 4.
		- Proceed to Section 3.
* Lost:
* Go to the next drop-down menu, Were University Police notified? And answer yes or no.
* The Dean or Director of your area MUST digitally sign off on this in Section 4.
* Proceed to Section 3.
* Trade-In:
* To the right of Purchase Order Number: enter the PO# on which the item(s) are being traded in on.
* One Purchase order per form.
* Proceed to Section 3.
* RMA – ITS Use only

**Equipment information (Section 3)**

* In the Inventory Tag No. column type in the SIUE inventory tag number, including the “E”.
* In the Description Field type in a thorough description of the equipment.
* If the form requires a new Building and Room Number, follow these instructions:
	+ Use the drop-down menu to choose the new building location of the equipment.
	+ Type in the Room Number where the equipment will be located.
* If the form is for an item(s) that is stolen or lost
	+ High Risk (Confidential info): Use the drop-down menu to choose yes or no.
* If the form is for an item(s) that is traded-in
	+ Trade-In Amount? – for each item that is traded-in, put the dollar amount given for that item.

**Acknowledgement (Section 4)**

* Must be digitally signed by the Dean or Director for Lost and Stolen items**.**

**Submitting Form:**

* Submit the form by clicking on the “Submit by Email to: PropControl@siue.edu” button on the bottom of the form.
* For Trade-Ins, the submit button will say “Submit to PropControl@siue.edu & purchasing@siue.edu
	+ **Do not scan and email the form.**
	+ **Do not mail the form.**