



Ursinus College

CHANGE OF EQUIPMENT NOTICE

In accordance with the College's [Equipment Policy](#), please complete this form to provide information relating to a change in equipment location and/or a change in equipment ownership. Upon completion of this form, please forward it to: Suzanne Tennity, Business Office, 2nd Floor – Corson Hall.

UC Tag #: _____

Serial #: _____

Change in location of equipment / property.

Original Location:	Bldg _____	Floor _____	Room # _____
New Location:	Bldg _____	Floor _____	Room # _____
Reason for move: _____			
Property Custodian:	_____	_____	_____
(Please type or print)	Signature		

Change in equipment / property ownership.

Original Owner:	_____	_____
Department		Faculty Member
_____	_____	_____
Property Custodian	Campus Ext#	Campus Address
Signature: _____		Date: _____

New Owner:	_____	_____
Department		Faculty Member
_____	_____	_____
Property Custodian	Campus Ext#	Campus Address
Signature: _____		Date: _____

Reason for transfer / change: _____

Please be sure to supply the new location of property being transferred

For Internal Processing	
Date changed in Property Management System: _____	Property Mngt Signature: _____