

UNIVERSITY OF ALABAMA
Property & Inventory Management
Transaction Form

Department Name:

Dept. Org. #:

DEPT NAME	FROM:	TO:
BUILDING		

EQUIPMENT- DESCRIPTION	UA TAG #	SERIAL #	VALUE	ROOM #

(See Attached List)

TYPE OF TRANSACTION (CHECK ONE)

CHANGE IN LOCATION: ON LOAN

SURVEY: LOST/STOLEN (ATTACH POLICE REPORT)

CHANGE IN LOCATION: BLDG &/OR ROOM

DELETE – TRADE IN
 OTHER

TRANSFER: DEPT-TO-DEPT
 TO SURPLUS

OTHER

SURPLUS WORK REQUESTS ENTERED BY PROPERTY AND INVENTORY MGNT PERSONNEL ONLY

Please Note:

***ALL COMPUTER EQUIPMENT MUST HAVE ALL LICENSED SOFTWARE INCLUDING THE OPERATING SYSTEM AND SENSITIVE DATA REMOVED PRIOR TO PICKUP FOR SURPLUS.**

***PLEASE CONTACT PROPERTY AND INVENTORY MANAGEMENT (348-7501) TO PLACE WORK ORDERS FOR SURPLUS PROPERTY.**

The undersigned acknowledge that the Equipment listed is the Property of The University of Alabama.

RECEIVING DEPARTMENT:

Department: _____

SIGNED: _____ Date: _____
Department Head/Approving Official

By: (Signature): _____
Date: _____

PROPERTY & INVENTORY MANAGEMENT

SIGNED: _____ Date: _____
Dean or Division Head

SIGNED: _____ Date: _____

Department is responsible for maintaining file copy.