

Moveable Capital Equipment Management



STATUS	TAG NUMBER	DATE	DESCRIPTION	MANUFACTURER	MODEL	SERIAL NUMBER	BUILDING NAME	ROOM	SOLD AMOUNT
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Cost Center Telephone Number Date

Dean/Department Chair/Unit Head (print name)	Equipment Custodian (printed name)	DELETION STATUS CODES SC: scrapped DN: donated RV: return to vendor SO: sold
Dean/Department Chair/Unit Head Signature	Equipment Custodian email	ACQUISITION STATUS CODES TI: traded in ST: stolen DS: destroyed fire, etc. TR: transferred out
	Equipment Custodian Signature	F: fabricated N: not in use L: leased or loaned D: donated

