

Jacksonville State University Capital Equipment Transaction Form

This form **must** be completed and sent to the Inventory Manager when the location of capitalized equipment is changed. University policy defines capital equipment as any singular item — i.e. copier, machinery, vehicle, etc. — costing \$5,000 or more. Any equipment (capital or non-capital) that is no longer used by a department or is no longer in working condition, **must** be turned into the Asset & Property Coordinator.

Type of Transaction	
<input type="checkbox"/> Change in Location	<input type="checkbox"/> Delete— No longer in working condition
<input type="checkbox"/> Transfer	<input type="checkbox"/> Lost/Stolen
<input type="checkbox"/> Loan	<input type="checkbox"/> Sold in Surplus Property Sale (Date _____)
<input type="checkbox"/> Other _____	

Equipment Description	JSU Tag # (on the back)	Serial Number

FROM	TO
Department Name	
Organization Number	
Building	
Room #	

Transferring Department

Receiving Department

Signed Budget Manager Date

Signed Budget Manager Date

Printed Budget Manager Name

Printed Budget Manager Name