

University of Oklahoma Property Control Change in Status

Use this form whenever a department intends to:

- (1) Transfer property to another department or location
- (2) Delete property from inventory list
- (3) Add property to inventory list

Please use one form per piece of property.

Transfer Property to Another Department/Location

OU ID #:

Transfer from

Department Name:

Fund

Org

Function

Entity

Source

Purpose

Transfer from

Chartfield Spread:

Transfer to

Department Name:

Fund

Org

Function

Entity

Source

Purpose

Transfer to

Chartfield Spread:

Intradepartmental location change:

Transfer to another campus?

Bldg:

Room #:

Delete Property from Inventory List

Property is considered to be cannibalized when a working part of the property has been removed from one asset and used in another asset. Property is considered to be junked when it is in non-working condition, is without use or value and has no usable parts that may be removed and cannibalized. Property reported as lost will remain on your inventory list for three years in case the item is later recovered. Property reported as stolen must have an official police report attached to this form to document the theft.

OU ID #

Deletion Reason:

Add Property to Inventory List

Please list all known information about the property.

Date Acquired:

OU ID #:

Purchase Order #:

Value:

Received Via:

Serial #:

Make:

Model:

Manufacturer:

Item Description:

Item Location - Building:

Item Location - Room #:

By submitting this form I certify that I have the financial authority to request changes to university owned property.

Name:

Title:

Department

Name:

Date: