



## NOTICE OF CHANGE IN MOVABLE EQUIPMENT

DATE \_\_\_\_\_

I. DEPARTMENT \_\_\_\_\_ BUILDING \_\_\_\_\_ ROOM \_\_\_\_\_

### II. DESCRIPTION OF ITEM

UHEQUIPMENTNO.	DESCRIPTION	COST

### III. NATURE OF CHANGE (check appropriate block)

- |                                                                 |                                                           |                                                      |
|-----------------------------------------------------------------|-----------------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> 1. Permanent Transfer to another dept. | <input type="checkbox"/> 4. Broken beyond repair/salvaged | <input type="checkbox"/> 7. Transfer to Surplus      |
| <input type="checkbox"/> 2. Temporary Transfer to another dept. | <input type="checkbox"/> 5. Missing                       | <input type="checkbox"/> 8. Change in location       |
| <input type="checkbox"/> 3. Return to Temporary Transfer        | <input type="checkbox"/> 6. Stolen*                       | <input type="checkbox"/> 9. Other (Specify)<br>_____ |

\*If item is stolen, attach police report and department's account of the incident.

### IV. EXPLANATORY REMARKS:

### V. DEPARTMENTAL APPROVALS

<b>Department Originating Change:</b> Point of Contact _____ Date _____ Telephone Extension _____ Department Head _____ Date _____ Telephone Extension _____	<b>Department Receiving Transferred Equipment:</b> Point of Contact _____ Date _____ Telephone Extension _____ Department Head _____ Date _____ Telephone Extension _____
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### VI. ADMINISTRATIVE REVIEW AND APPROVAL:

Manager \_\_\_\_\_ Date \_\_\_\_\_  
 Hospital Administration \_\_\_\_\_ Date \_\_\_\_\_

VII. SANITATION PROCESS: Received By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Sanitized By: \_\_\_\_\_ Date: \_\_\_\_\_

### VIII. ASSET MANAGER ACKNOWLEDGEMENT

The above transaction has been properly recorded and accounted for in the Asset Management Records.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Asset Manager