

# UNIVERSITY OF IOWA PROPERTY MANAGEMENT

## INSTRUCTIONS: INTERNAL TRANSFER OF UNIVERSITY EQUIPMENT FORM

### FORM PURPOSE

Submit this form when requesting a transfer of equipment ownership/responsibility from one department or sub-department to another department or sub-department within the University of Iowa.

If this is a transfer between 2 sub-departments within a department, the Departmental Executive Officer may sign once for both sides of the transfer or the two sub-department managers may approve each side of the transfer.

### GENERAL INFORMATION

**DO NOT** use this form to:

- **Move equipment to a different location or change Custodian.** For these changes either send an e-mail to [charma-wenck@uiowa.edu](mailto:charma-wenck@uiowa.edu) or a note via campus mail to: Charma Wenck, PMO, 609 Jefferson Building.
- **Request Surplus Removal.** Complete a “*Surplus Removal Request*” form to request that University Surplus pick up equipment. UIHC Depts: complete a “*UIHC Surplus Removal Request*”, “*UIHC Computer/Peripheral Disposal*”, or “*UIHC Electronic Equipment Disposal*” form.

### INSTRUCTIONS

Please print legibly so all assets can be updated correctly. If you need to transfer more assets than allowed for on this form, please attach a list providing the fields requested on this form.

For each asset to be transferred, furnish the following information:

- UI Tag Number.
- Description: enter a brief description of the item to be transferred (e.g., a noun with descriptive adjective(s) and vendor name).
- Effective Date: enter the date that the transfer will become effective.
- Serial #.

Enter a reason for the transfer of ownership/responsibility.

**In Section A:** enter information for the department/sub-department relinquishing the equipment.

**In Section B:** enter information for the department/sub-department receiving the equipment, including Department Contact’s information, Custodian, location, and valid new MFK elements. Enter Org, Department, and Sub-department. You may enter a new Oact, Dact, or Cost Center, if appropriate. The new MFK transfers ownership and depreciation of the equipment. It does not “CV” the expenditure.

**Remember: This form requires two (2) signatures -- one from the Relinquishing Department and one from the Receiving Department.**

Send completed form to:

**Property Management Office  
609 Jefferson Building**

Upon completion, Property Management Office will return a copy of the updated form to the **Receiving** Department Contact.

Questions? Please contact the Property Management Office (335-0118).