



Property Status Change Form

Property Records
 301 University Hall
 3640 Colonel Glenn Hwy.
 Dayton, OH 45435-0001
 (937) 775-3109
 FAX (937) 775-2834

Department number _____ Department name _____

Date _____ Department address _____

Send completed form to: Property Records
 301 University Hall
 Phone (937) 775-3109
 FAX (937) 775-2834

Change initiated by _____ Phone _____

Change approved by _____
 Department head signature

(If this form indicates a change of ownership, the head of the department is receiving the equipment must acknowledge.)

 Department head or authorized signature for department receiving equipment

WSU Tag No.	Description	Former Location	New Location	Disposition Code

See back of document for disposition codes.

Instructions for Completing Property Status Change Form

This form should be used to communicate changes in equipment status to Property Records when:

1. Equipment is moved to another room or building.
2. Equipment is transferred to another department, institution, university, or agency.
3. The equipment use changes (items put in storage, taken out of storage, etc.)
4. The equipment has been stolen, destroyed, dismantled, or used as a trade-in on new equipment.

Definitions

Tag number	The number assigned to a piece of equipment at time of original purchase. There should be a property tag affixed to the equipment with this number. If you cannot find a tag on the equipment, check the manufacturer, model, and serial number of the equipment against your inventory status report to find the number.
Description	A description of the item. If you are not sure what the piece of equipment is, this too can be found on your inventory status report.
Former Location	Building and room number where the equipment has been located.
New Location	Building and room number of the new location for the equipment.
Disposition Code	This code indicates what happened to a piece of equipment which may no longer be owned by your department: <ul style="list-style-type: none">01 Relocated to a new location (New location must be indicated).02 Sold or transferred to another department. Please indicate the org of the department receiving the item along with the disposition code, for example: 02/223220 or 02/BOM5503 Trade-in. Equipment was used as a trade-in on another piece of equipment. Please indicate the purchase order number along with the disposition code, for example: 03/P002235004 Transferred to another institution, university, or agency. Please indicate name of institution, university, or agency along with the disposition code, for example: 04/The Ohio State University (Receiving department must acknowledge. If equipment is grant, RSP must authorize; if donated Foundation must authorize).05 Transferred from another institution, university, or agency. Please indicate name of institution, university, or agency along with the disposition code, for example: 05/Lehigh University.06 Cannibalized. Equipment was dismantled by department and used for parts.07 Stolen. Please indicate the date of theft was reported to Public Safety or Public Safety report number, for example: 07/10-23-96 or 07/970022.08 Surplused. Equipment was released to ESPM. Please indicate ESPM form number along with disposition code, for example: 08/21329.09 Destroyed. This would be used for equipment destroyed by fire or flood, etc., or equipment that has dropped or wrecked beyond repair.10 Missing. Equipment cannot be located and is not expected to be found.11 Storage. Equipment is not currently being used and/or is being stored (indcate location of storage).