



University of Massachusetts Amherst Equipment Inventory Change Form

Property Office
407 Goodell Building
Phone: (413) 545-0700
Fax: (413) 545-1643

(click here for further instructions)

A.	Department:	Contact Person:	Date:
	Address:	Phone:	

Do you require moving services? yes ___ no ___

Is your presence required at the time the equipment is being removed? yes ___ no ___

B. Type of Action

T= Transfer of equipment between departments TD= Theft, disappearance, or destruction D= Disposal of equipment S= Transfer of usable equipment to Surplus Property Barn

Condition of Equipment

Fund Source

U= Usable O= Obsolete S= Scrap

S= State F= Federal T= Trust G= Grant D= Donation

Please use the above codes to fill in the information below:

C. UMA#	Type of Action	Equipment Description	Condition	Location of Equipment (Building and Room #)	Fund Source

D. Transfer of Equipment Between Departments

(Please specify new location, contact name, and phone number):

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E.	Approval	Type or print name	Signature	Date
	Department*			
	Property Office			
	Waste Management			

*Note: When transferred equipment has been acquired originally with federal funds, the recipient agrees, as a condition to accepting this property, that no charge will be made to the Federal Government under existing or future Government grant, contract, or subcontract for any depreciation, amortization, or use with respect to such equipment.

For Moving Services Use Only Surplus Property Barn Intermediate Processing Facility for disposal