

Business Services
CAPITAL EQUIPMENT TRANSFER/TRADE-IN FORM

Use of Form: Complete this form to document the physical transfer of a capital equipment asset within a department or between departments on the UW-L campus; or to indicate that a capital equipment asset has been traded in toward a new purchase.

Capital equipment is defined as any single asset which has an acquisition cost of \$5,000 or more and a useful life of at least two years, whether purchased outright, acquired through a capital lease or through donation.

Instructions: Complete form and send to Business Services (125 Graff Main Hall), or email to businessservices@uwlax.edu.

Transfer Detail:						
Asset Tag #	Description	Serial #	Current Custodian	New Custodian	Current Location	New Location

Trade-In Detail:						
Asset Tag #	Description	Serial #	Current Custodian	Current Location	New Equipment PO #	Vendor

Approver (print name): _____
 (Capital Asset Custodian, Department Chair or Division Director)

Approver (signature): _____
 (Capital Asset Custodian, Department Chair or Division Director)