



**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](mailto: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)