

# CHANGE IN ACCOUNTABILITY FORM

(Note: A separate form is to be completed for each equipment item.)

Date Submitted: \_\_\_\_\_

Federal/externally funded equipment: YES NO

TTU Property Tag No. \_\_\_\_\_

## Reason for Change:

Change of Location

Existing Location (Bldg./Room #): \_\_\_\_\_

New Location (Bldg./Room #): \_\_\_\_\_

Trade In

Purchase Order Number for New Equipment \_\_\_\_\_

Transfer to Another Administrative Unit

New Department: \_\_\_\_\_

New Index/Org: \_\_\_\_\_

New Location: \_\_\_\_\_

Return to Grantor

Request to Surplus

Check if already sent to Surplus

Missing

*An officer's report from University Police is required for missing or stolen items.*

Other— Please specify: \_\_\_\_\_

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## Approvals:

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

*If transferring to another administrative unit, the department accepting the transferred equipment must sign below.*

Dean/Administrative Officer: \_\_\_\_\_ Date: \_\_\_\_\_

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## For Business Services Use Only

Property Officer: \_\_\_\_\_ Date: \_\_\_\_\_