

# REQUEST FOR CHANGE OF ACCOUNTABILITY FORM

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

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

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

Serial Number: \_\_\_\_\_

Description of Equipment (including brand and model): \_\_\_\_\_

Reason for Change:

Change of Location

Existing Location (Bldg./Room #):

New Location (Bldg./Room #):

Trade In

Transfer to Another Administrative Unit

New Department:

New Account #:

New Location:

Other- Please specify: \_\_\_\_\_

Return to Grantor

Request to Salvage/Scrap

Request to Surplus

Missing\*

Approvals:

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

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

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

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

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

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For Business Services Use

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

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

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