

North Carolina State University  
Capital Assets Management System  
**Equipment Transfer Disposition Request**

**I. DEPARTMENT / ASSET INFO:**

Asset Number(s) \_\_\_\_\_

Equipment Description: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Box: \_\_\_\_\_

School/Division/Department: \_\_\_\_\_ OUC: \_\_\_\_\_

**II. TRANSFER SECTION: To transfer asset to another school/division/department( requires dual signatures)**

<u>Old Location</u>	<u>New Location</u>	<u>CAMS coordinator for new location must sign below:</u>
6-digit OUC: _____	6-digit OUC: _____	CAMS Coordinator receiving asset: _____
Building #: _____	Building #: _____	_____
Room #: _____	Room #: _____	

**III. DISPOSTION SECTION: To permanently remove asset from CAMS system**

Please provide a **brief narrative** describing when and under what circumstances the asset was removed from inventory. If the equipment is returned or located in the future, CAMS must be notified immediately to add the item(s) back onto the inventory system.

**Disposal Method (please check box and give explanation)**

Lost     Destroyed     Altered     Hazardous     Other

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IV. STOLEN ASSETS: To inform CAMS of a stolen asset reported to University Public Safety**

Stolen Report Number: \_\_\_\_\_

Please provide a stolen report number to effect changes. Attach a copy of the stolen property report for CAMS records.

**V. TRADED IN: To notify CAMS of an asset traded in and an asset received in exchange for the trade-in.**

*Please reference the CAMS tag number for the asset(s) traded in: CAMS#* \_\_\_\_\_

*Please reference the new Purchase Order or Small Purchase number of the asset received in exchange for trade-in and CAMS*

*Number if available: PO/SP#* \_\_\_\_\_ *CAMS#* \_\_\_\_\_

Both signatures below are required and certify that the asset has been transferred to another university department, or permanently removed from University property by some other means.

\_\_\_\_\_  
CAMS Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date