

VANDERBILT UNIVERSITY PROPERTY TRANSMITTAL FORM

MC 3552 (1/1999)

A

Dept: _____ Campus Address: _____ Prepared By: _____ Phone Ext.: _____ Date: _____

Please Check as Appropriate: Add to Inventory (includes gift-in-kinds) Remove from Inventory Change in Inventory

B	DESCRIPTION (INCLUDE MANF/MODEL)	SERIAL NUMBER	VU ASSET # (TAG #)	DISPOSITION CODE	COST	CENTER NUMBER	CURRENT LOCATION	NEW LOCATION / HOME DEPT. #	DATE OF TRANSFER
1									
2									
3									
4									
5									
6									
7									
8									

C TRANSFER OF PROPERTY INTERDEPARTMENTAL INTRADEPARTMENTAL _____
 (location and department changes only) (Receiving Department Acceptance) (Date)

D DISPOSITION CODES
 Z - To be Traded-In S - To be sold C - Lost/Stolen
 E - Surplus to Warehouse A - Transferred Out T - Scrapped
 Condition
 Line # 1 2 3 4 5 6 7 8

(Purchasing Use Only)
 RECEIVED BY: _____ (Date)

E PROCEED FROM SALE / TRADE-IN

SALE
 NET PROCEEDS: \$ _____
 CREDIT: _____ (Cost Center)
 LINE No.: _____

TRADE-IN
 PROCEEDS: \$ _____
 CREDIT: _____ (Capital Equip. Req. No.)
 LINE No.: _____

SURPLUS WAREHOUSE MANAGEMENT FINAL DISPOSITION (Official Use Only) _____ (Date)

SCRAPPED
 Line # 1 2 3 4 5 6 7 8

SOLD
 Line # 1 2 3 4 5 6 7 8

DATE _____
 (Account Center Income Distribution Sheet Attached)

TRANSFERRED WITHIN VU
 Line # 1 2 3 4 5 6 7 8

F PRINCIPAL INVESTIGATOR / FACULTY MEMBER LEAVING VANDERBILT

I request a transfer of property from Vanderbilt University. This transfer will not adversely affect the programs in effect now at Vanderbilt. These items WERE in part or whole purchased with Federal restricted funds.

I request permission from Vanderbilt University to transfer property. This transfer will not adversely affect the programs in effect at Vanderbilt. These items in part or whole purchased with Federal Restricted funds.

G

REQUESTED BY: _____ APPROVED BY: _____ APPROVED BY: _____
 PRINCIPAL INVESTIGATOR / FACULTY MEMBER / OTHER CHAIRPERSON / DIRECTOR SCHOOL / HOSPITAL ADMINISTRATION / OTHER

CLEARED BY: _____ ACKNOWLEDGED BY: _____ PROCESSED BY: _____
 DEPT. OF FINANCE / CONTRACT & GRANT ACCOUNTING BIOMED SCIENCES / SPONSORED RSCH. EQUIPMENT INVENTORY / ASSET MGMT.

**LISTED BELOW ARE THE ROUTING INSTRUCTIONS FOR ACTIVITIES THAT OCCUR ON THE VANDERBILT UNIVERSITY PROPERTY TRANSMITTAL FORM.
PLEASE COMPLETE IN DETAIL IN ORDER TO EXPEDITE THIS PROCESS.**

ADD TO INVENTORY

1. Chairperson/Director
2. Equipment Inventory/Asset Management

REMOVE FROM INVENTORY (Surplus, Sell, Trade-In)

1. Chairperson/Director
2. School/Hospital Administration/Other
(School of Medicine - Facilities and Operations)
(Hospital Contract and Grant Administration)
3. Equipment Inventory/Asset management
4. Purchasing/Warehouse Management
5. Equipment Inventory/Asset Management

REMOVE FROM INVENTORY (Lost/stolen)

1. Chairperson/Director
2. School/Hospital Administration/Other
3. Equipment Inventory/Asset Management

TRANSFER OF PROPERTY (Location/Department Change)

1. Chairperson/Director
2. School/Hospital Administration/Other
3. Equipment Inventory/Asset Management

PRINCIPAL INVESTIGATOR/FACULTY MEMBER LEAVING VANDERBILT

1. Principal Investigator/Faculty Member
2. Chairperson/Director
3. Equipment Inventory/Asset Management
4. Financial Management/Contract & Grant Accounting
5. Biomedical Sciences/Sponsored Research
6. Equipment Inventory/Asset Management

INSTRUCTIONS FOR COMPLETING

THE VANDERBILT UNIVERSITY PROPERTY TRANSMITTAL FORM

Please complete this form with as much information as possible to avoid delays in processing. For further information, contact the Equipment Inventory Office (2-2301) /Asset Management (3-6601) for assistance.

A Department - Home Department name. **Campus Address** - Campus Mailing address. **Phone Ext.** - Phone number

Prepared By - Individual who prepared the form. **Date** - The date the form is prepared.

Add to Inventory - Place a check mark in this box to request property to be removed from the inventory by appropriate means.

Change in Inventory - Place a check mark in this box when a location and/or department change is being made to an asset.

B Description - Description of property, include manufacturer's name and model number.

Serial Number - Serial number located on property. **VU Asset Number (tag#)** - VU tag number on the item. (if applicable)

Disposition Code - Disposition of property. (Reference disposition legend Section D.)

Cost - Acquisition cost of the item (reference departmental inventory listing).

Center Number - Enter the center number from which the item was purchased.

Current Location - Present location (building, floor, room) of the property.

New Location/Home Department Number - New location and home department number if the item is being transferred to another department or changing location within the same department.

Date to Transfer - Date property is transferred to new location.

C Transfer of Property - Select the appropriate box if equipment is being transferred.

a. **Interdepartmental Transfer** - Place a check mark in this box if property is being transferred to another department. Be sure to include the new location /home department number, signature from receiving department and date of transfer.

b. **Intradepartmental Transfer** - Place a check mark in this box if property is being relocated within your department. Be sure to include the new location and date of transfer.

D Disposition Codes - Select the appropriate code for disposition code column.

1. Z - To be Traded-In

2. E - Surplus to Warehouse - In the event property is still in working order, purchasing will assist in the recirculation or storage of the property. If the item is no longer usable, purchasing will assist the department in the disposition of the property.

3. S - To be Sold

4. C - Lost/Stolen

5. A - Transferred Out

6. T - Scrapped

E Proceeds from Sale/Trade-In - 1. Sale

A. Proceeds - Net dollar amount received from sale of property.

B. Credit - Cost center to be credited with proceeds from sale of property.

C. Line No. - Line number of items(s) to be sold.

2. Trade-In

A. Proceeds - Dollar value to be received from the trade-in of property.

B. Credit - Capital equipment requisition number on which trade-in allowance will appear toward purchase of new item.

C. Line No. - Line number of item(s) to be traded-in.

F Principal Investigator/Faculty Member leaving Vanderbilt - Place a check mark in the appropriate box to indicate property requested to be transferred from Vanderbilt to another institution. Upon completion of this form, property will be removed from the inventory.

G Authorized Signatures