



# Capital Equipment Transfer/Trade-In Form

<b>USE OF FORM:</b>	Complete this form to document the physical transfer of a capital equipment asset within a department or between departments on the UWSP campus; or to indicate that a capital equipment asset has been traded in toward a new purchase.
<b>CAPITAL EQUIPMENT DEFINITION</b>	Capital Equipment is defined any single asset which has an acquisition cost of \$5,000 or more and having a useful life of at least two years, whether purchased outright, acquired through a capital lease, or through donation.
<b>INSTRUCTIONS:</b>	Complete form and send to the Purchasing Department (041 Main), or email to Purchasing.Department@uwsp.edu.

TRANSFER DETAIL								
Asset Tag #	Description	Serial Number	Current Asset Manager	New Asset Manager	Current Location	New Location	Current Department	New Department

TRANSFER DETAIL					
Asset Tag #	Description	Serial Number	Current Asset Manager	Current Location	Vendor

APPROVALS	
Asset Manager Signature: _____ Date: _____	Department Chair/Dean/Director or Administrator Signature: _____ Date: _____

FOR INTERNAL USE ONLY	
REVIEWED/APPROVED	EXECUTION
Date Received: _____	Signed By: _____ Date: _____
Date Change Made in Database: _____	Notes: _____