

University of Kentucky
Accounting and Financial Reporting Services
Capital Assets Accounting

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CAPITAL EQUIPMENT TRANSFER REQUEST

INSTRUCTIONS

This form is to be completed by the department from which the equipment is being transferred.
 (Areas shaded in gray are for data entry use only).

FIELD:

- Transferring Dept. No.:** Enter the department number of the original department.
- Transferring Acc. No.:** Enter the cost center or WBS element of the original department.
- Property Number:** Enter the property number for each item of equipment
- Description:** Enter the description of the equipment as shown on your most current inventory.
- New Acct. Number:** Enter the cost center or WBS element for the receiving department. If the current account number is a grant starting with '304' enter the number in this field.
- New Dept. Number:** Enter the department number of the department to which the equipment is being transferred.
- New Area:** Enter the area number for the new location of the equipment. A list of area and building numbers is shown online at <http://www.uky.edu/EVPFA/Controller/files/plant/campusALL.pdf>.
- New Building:** Enter the building number for the new location of the equipment.
- New Room No.:** Enter new room number using six digits (i.e. room number 103 should be 000103).
- Date:** Enter the two digit month, day, and year the transfer took place (i.e. 09-07-97).

TRANSFERRING DEPARTMENT			RECEIVING DEPARTMENT							
Transferring Department No. _____			Receiving Dept. Name. _____							
Transferring Account No. _____										
Property Number	Description	New Acct. Number	New Dept. Number	New Bldg. Number	New Room No.	Date	Mo	Da	Yr	
EQUD3										A
EQUD3										A
EQUD3										A
EQUD3										A
EQUD3										A

Authorization of Originating Department _____ Phone _____ (Equipment cannot be transferred without authorization from both originating and receiving departments.)

Authorization of Receiving Department _____ Phone _____