

PROPERTY CHANGE IN ACCOUNTABILITY FORM

Instructions: Complete this form to account for the movement of College property, tagged or non-tagged. Additional details on the use of this form are available at procurement.cofc.edu, Inventory Control Procedures for Accounting of College Property.

Date Submitted: Tag Number: Property Charged to Index Number:
 Original Purchase Price: Today's Value: Was property purchased with grant funds? (Yes / No):
 Current Assigned Location (Department / Building / Room Number):

Property Description
 (Use Attachment A
 if reporting multiple items):

Change Requested (please check only one):

- Pick up for Salvage or Surplus*** (Specify date and business hours property may be picked up):
- Transfer to Another Location within Department** (Specify building and room number of new location):
- Transfer to Another Department** (Specify department and room number of new location):
- Temporary Removal from College Premises** (Specify new assignee and temporary location address):
- Cannibalized** (Specify how parts are to be used):
- Missing/Stolen Property** (Attach copy of Public Safety Investigation Report; requires Senior V.P. and President's signatures below)
- Trade-In or Other Change** (i.e.: catastrophic loss)
 Specify PO# and Description of Trade-In / Other Change requested:

Signature of Responsible Department Head	Signature of Individual Receiving / Department Head (if transferred)
Print Name	Print Name
Department Phone Index #	Department Phone Index #

***Computer Equipment:** ALL College of Charleston and personal data is required to be removed from computer equipment being turned in as surplus. Please contact the Information Technology Help Desk at 843.953.3375 for assistance.

I hereby attest that all College of Charleston and personal data has been removed from this equipment:

Signature	Print Name	Date
Verified by (Signature)	Print Name	Date

Signatures required for Missing/Stolen Property to be removed from inventory.

Provost or Executive VP for Business Affairs	Date	President	Date
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Original - Inventory Control; **Copy** - Department Records (Inventory Control will return a copy acknowledging the change.)

ATTACHMENT A – PROPERTY CHANGE IN ACCOUNTABILITY FORM FOR MULTIPLE ITEMS

Use this form to report multiple property changes. This form must be signed by same parties whose signatures are required on Property Change in Accountability Form, PROC.U.102. This form may also be used for reporting non-tagged items such as surplus property.

Qty.	UOM	Tag or Serial Number	Description of Property	Current Assigned Location	Purchased with Grant Funds?	
					No	Yes/Index #

Responsible Department Head Signature

Receiving Department Head Signature

Provost or Executive Vice President for Business Affairs

President