

**University of Kentucky  
Plant Assets Inventory**

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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 on the World Wide Web 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			
EQU3										A	
EQU3										A	
EQU3										A	
EQU3										A	
EQU3										A	
Authorization of Originating Department _____				Phone _____		(Equipment cannot be transferred without authorization from both originating and receiving departments.)					
Authorization of Receiving Department _____				Phone _____							

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