Western Carolina University

EQUIPMENT STATUS OR LOCATION CHANGE

This form is used to notify the Inventory Coordinator whenever there is a permanent location change **(LOC)** of a tagged asset item or whenever an asset item is missing **(MIS**), stolen **(STL)**, traded-in **(TRD)**, sent to surplus **(SUR**), transferred to another department **(TFR**), or scrapped **(DIS)**. **NOTE: Disposal of any University equipment requires the prior approval of purchasing. Please indicate in the remarks column which of these is occurring by using the highlighted three-letter abbreviation. If it has been transferred to another department, also note that department's name. If the item is being relocated, note the new location (building & room number). If the item is being surplused, you must do the Surplus Property Pickup Request Form on-line (admfin.wcu.edu/purchase/declare.htm).**

WCU#	**DESCRIPTION OF ITEM**	**REMARKS**
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Department_____

Prepared By_____

Date_____