

Capital Equipment Asset Physical Data Change Form

Route this form to:
Inventory Services
Suite 4 WBOB
West Bank Campus Mail
Fax: 612-626-8220

U Wide Form:
UM 1674
Rev: 07/01/08

Use this form to notify Inventory Services of needed capital equipment asset data field updates. Fill in the new or updated information in the space provided and send to Inventory Services.

INVENTORY SERVICES (612) 626-8222

Asset Tag Number of Item: _____

Add Item Back to Active Inventory? Yes No

Suggested Description Change: _____

Equipment Profile Change: _____

Manufacturer's ID/Name Change: _____

Model Number Change: _____

Serial Number Change: _____

Supplier Name Change: _____

Location Change (New Bldg. & Room #): _____

Custodian/User Change (as in on-line directory): _____ Employee ID#: _____

Other Information Change or Problem: _____

RRC Manager: _____
(Signature)

Department ID: _____ **Date:** _____