

# RIT CAPITAL EQUIPMENT ADDITIONS / DELETIONS / CHANGES FORM

## ADDITIONS

	Asset #1	Asset #2	Asset #3
Date of Addition			
Description			
Manufacturer (optional)*			
Model# (optional)*			
Serial# (optional)*			
Tag#			
Location XXX-XXXX (bldg-room; room is optional*)			
PO# (if available)			
\$ cost (if available)			

## CHANGES

Mo. of Change	Tag #	Location Moved To XXX-XXXX (bldg - room; room is optional)	Department Moved To (XXXXXX)

## DELETIONS (remove tags before disposing equipment)

The account on the deposit slip should be 01.01000.18100.00.00000.00000 (proceeds account). When the asset is retired from the Oracle Assets Inventory, the department owning the asset will receive a credit for the sale price on account 01.DDDDD.59550.XX.84200.00000.

Mo. of deletion	Tag #	Reason for Deletion	Proceeds on sale (if sold)

## Additional comments

		<b>Department#</b>		
<b>Prepared by</b>		<b>Ext#</b>		<b>Date</b>
Forward to: Property Accounting EAS 6025 Ext 54933 E-mail: <a href="mailto:jfmcto@rit.edu">jfmcto@rit.edu</a>		Also, if surplus equipment, contact: Procurement Services FMS-1280 Ext. 5-2759 E-mail: <a href="mailto:purchase@rit.edu">purchase@rit.edu</a> Fax: 5-7171		

\* The optional information can help with inquiries, reports, and physical inventories. The serial# is highly recommended since it is a unique identifier if the tag is lost.