

Equipment Asset Form – Acceptance of Equipment Transferred to the University

Use this form when a researcher relocates to the University of Alberta from another educational or research institution and has equipment assets to bring.

Refer to the [Equipment Asset Transfer Procedure – Transfer To or From Another Institution](#)

Part A – Request to Accept Transfer of Equipment Asset

Name of originating institution: _____

Effective date of transfer: _____

Details of equipment asset(s) – attach additional page if required

Current asset tag number (from other institution if available)		U of A Asset Tag #	
Description of asset			
Estimated date of acquisition			
Estimated original acquisition value			
Estimated transferring costs (e.g. transportation, installation, insurance, etc.)			

I hereby certify that the above information is true and complete:

Signature

Printed - Name / Title of Requestor (Researcher)

Date

Part A Routing Instructions:

1. Forward to University of Alberta unit head (Dean, Chair or Director)

Part B – Unit Approval

- Approve
 Not approved (please return form to requestor)

Comments (optional):

Signature

Printed - Name / Title (Dean or Chair)

Date

Part B Routing Instructions:

1. If transfer not approved, return form to requestor.
2. Unit: if the unit will track the equipment asset, forward a copy of form and attachments to FPP - Equipment Services, 3rd Floor, Materials Management Building or email: cilist@ualberta.ca Equipment Services will tag the equipment asset with a U of A tag and add it to the equipment asset register.