

Accounting & Property Services 6300A University Center Tallahassee, FL 32306-2393 (850) 644-9758 <u>CTL-AssetManagement@fsu.edu</u>

CAPITAL PROPERTY CHANGE FORM

Control # (Asset Mgmt Use Only)

| Contact: Code: Code: | Dept Contact: | Phone #: | Dept ID: | Code: | Project ID: | Date: |
|----------------------|------------------|----------|----------|-------|-------------|-------|
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Note 1: This form is required to account for the transfer of capital property items (cost of at least \$5,000) and ALL vehicles. Transfers of all other property items can be approved and coordinated by departmental Property Managers and DO NOT need to run through Accounting & Property Services. For "transfers" of property to Surplus, please complete the **Accountability Release Form**.

Note 2: For assistance with the physical movement of items, please submit a work order through Facilities.

Note 3: Please verify that your building/room number is listed in the University's Space File - FSU SPACE. To access the information, follow the steps below:

1. Go to http://www.facilities.fsu.edu/space

2. Click on the Building Information Portal and use the Search field to find your building

3. Click on your building, this will give you the Building Profile where you will find the building number (4 digits), then select Room Info (FSU login required) where you can locate the correct room number (will be either 4 or 6 digits).

If you cannot find your information in the system, please contact the Office of Planning & Space Management (FSU Facilities). Representatives can be found after clicking the "About FSU Space" link.

| Purpose of Transfer: | | | Department Transferring From: | | | Department Receiving To: | | |
|---|----------|---------|-------------------------------|--------|--------------|--------------------------|--------|------------|
| Special Instructions: | | DeptID: | | Fund: | DeptID: Fund | | Fund: | |
| Property Description | Serial # | Tag # | Building # | Room # | Project ID | Building # | Room # | Project ID |
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| If additional lines are needed, please use the <u>PROPERTY CHANGE FORM ADDENDUM</u> | | | | | | | | |

| Transferring (Out) Department Property Manager I hereby authorize the above changes for the property listed on this form. | | Transferring (In) Department Property Manager I hereby authorize acknowledge the receipt of the property listed. | | | | |
|--|---|---|--|--|--|--|
| Signature: | | Signature: | | | | |
| Sponsored Research Approval (Required for Sponsored Projects; email form to SRA-Approvals@fsu.edu): | | | | | | |
| | If C&G funded property, indicate title: | FSU - Conditional C FSU - Unconditional C Sponsoring Agency | | | | |