EQUIPMENT INVENTORY MODIFICATION REQUEST ATTACHMENT

Instructions to Department: Submit this form to the Equipment Management Department (Mail Code: 0953) when a change is required to the responsibility of University equipment assigned to your operating unit. An approved copy will be returned to the property administrator listed below.

### EQUIPMENT IDENTIFICATION

Provide complete information

<table>
<thead>
<tr>
<th>UCID Number</th>
<th>Description of each Item (Include Serial Number)</th>
<th>New Location</th>
<th>Order or Reference Number</th>
<th>Cost or Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Room</td>
<td>Building</td>
<td></td>
</tr>
</tbody>
</table>

Remarks:

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04/06

SUBMIT 2 COPIES TO EQUIPMENT MANAGEMENT, MAIL CODE 0953