Purpose: To change 'Capital' asset information for a single department.

**TO BE COMPLETED BY DEPARTMENT INVENTORY CONTROLLERS**

1. Enter Department name and requesting date (DD/MM/YY).
2. Enter each asset and the required (changed) information.
   - If no change to a field leave blank.
3. If more than 10 assets have changes complete new form.
4. Complete Requestor Name, E-mail and Phone.
5. Send the form to Property Accounting department.

Note: All locations entered in database are based on 'Space Management' listings.