

INSTRUCTIONS

RETIREMENT FORM (to be used in the following situations)

TRANS CODE

ERROR - Error corrections (for use by Property Accounting and University Surplus only)

LOST - Lost or cannot be located

RTURN - Returned to the vendor

SALE - Sold off campus (only by University Surplus)

STOLN - Stolen (University Police case number required)

TRADE - Used as a trade-in (must be approved by University Surplus)

TROFF - Transferred to another institution

(Documentation of proposed transfer, with proper approvals must be attached)

Put and "X" in the box marked **RETIREMENT FORM** and complete the **RETIRED FROM SECTION** of the form. Also, complete the **ASSET SECTION** of the form and indicate the Asset Inventory Number, Kind of Tag Code, the Asset Description, one of the seven codes shown above, giving the reason for the retirement, and the U of U Police Department Case Number, if the asset was stolen. Obtain the appropriate approval signatures, and send the original copy to **PROPERTY ACCOUNTING**. Keep a photocopy in the department.

OR

TRANSFER FORM (to be used in the following situations)

TRANS CODE

CANNI - Cannibalized (shell must be sent to University Surplus)

INTRA - Sold or transferred to another department on campus (other than University Surplus)

SCRAP - Scrapped (Asset must be sent to University Surplus)

SURSV - Sold or given to University Surplus

Put and "X" in the box marked **TRANSFER FORM** and complete both the **TRANSFERRED FROM SECTION** and the **TRANSFERRED TO SECTION** of the form. Complete the **ASSET SECTION** of the form and indicate the Asset Inventory Number, Kind of Tag Code, the Asset Description, the New Location of the Asset, and one of the four codes shown above, giving the reason for the transfer.

Obtain the appropriate approval signatures for both **TRANSFERRED FROM** and **TRANSFERRED TO** departments.

NOTE: Use the **New Location Code** only when making a transfer to another University Department, other than University Surplus. The Location Code is a 10-digit PeopleSoft code assigned by Space Management. If you don't know the proper Location Code, please refer to the Location Table on the Administrative Financial Services Home Page on the Internet (<http://www.acs.utah.edu/afs/lookups/index.htm>) or contact Space Management at 1-8248 for assistance.

If the form is being used to sell or transfer an asset to another University department (other than University Surplus), code INTRA, send the original copy to **PROPERTY ACCOUNTING**, give a copy to the **TRANSFERRED TO** department and keep a copy in the **TRANSFERRED FROM** department.

If the form is being used to transfer an asset to University Surplus (codes CANNI, SCRAP, SURSV), complete all of the information on the **TRANSFERRED FROM SECTION**, and **ASSET SECTION** and contact University Surplus at ext. 1-7917 to arrange for pick up. Have University Surplus sign and complete any unfinished parts of the form when they pick up the asset. Give the original copy to University Surplus and keep a copy of the signed form in the department.

If transferring computer equipment to Surplus & Salvage please complete the **COMPUTER SECTION** regarding sanitation.

KIND OF TAG CODE

1. UNIVERSITY RED STICKER
2. UNIVERSITY YELLOW STICKER
3. INK EMBOSSED NUMBER
4. ENGRAVED OR ETCHED NUMBER
5. OTHER (Please describe in attached memo)

If you have any questions, please call Property Accounting at 581-8673 or 581-3973.

Property Accounting
Deb Larson, Asst. Manager
201 Presidents Circle Rm 416