University of Missouri

Property Inventory and Change Report

General Information

All fields in this section MUST be completed.

Date	Department Name			Department Contact
Campus UMKC	DeptID	PS Account Number	MoCode	Contact Phone Number

Items to be Transferred to Surplus Property or Deleted from Inventory

Item Description (Clearly mark items to be picked up)	Condition	University Inventory No.	Item Location (Building & Room)
Has electronic data been erased? ☐ Yes ☐ No			

Items Changing Location Between Departments
ONLY for items over $5000 acquisition cost

Item Description	University Inventory No.	Receiving DeptID	Receiving Location (Building & Room)	Receiving Contact Person

Authorizations

Originating Department Signature (Dir., Dept Chair. Or Auth Rep)		Receiving Department Signature (Dir., Dept Chair. Or Auth Rep)	
Printed Name	Phone	Printed Name	Phone

Distribution

Non-University/Grant Owned Items	University Owned Items
Send to Campus Sponsored Programs Office for Approval	Send to Campus Surplus Property

Contact Environmental Health & Safety if items might contain hazardous materials.