Use this form when a researcher relocates to the University of Alberta from another educational or research institution and has equipment assets to bring.

Refer to the *Equipment Asset Procedure – Acceptance of Equipment Transferred to the University*

**Part A – Request to Accept Transfer of Equipment Asset**

Name of originating institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Effective date of transfer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Details of equipment asset(s) – attach additional page if required

|  |  |  |  |
| --- | --- | --- | --- |
| Current asset tag number (from other institution if available) |  | U of A Asset Tag # |  |
| Description of asset |  | | |
| Estimated date of acquisition |  | | |
| Estimated original acquisition value |  | | |
| Estimated transferring costs (e.g. transportation, installation, insurance, etc.) |  | | |

I hereby certify that the above information is true and complete:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature |  | Printed - Name / Title of Requestor (Researcher) |  | Date |

**Part A Routing Instructions:**

1. Forward to University of Alberta unit head (Dean, Chair or Director)

**Part B – Unit Approval**

|  |
| --- |
| Approve |
| Not approved (please return form to requestor) |

Comments (optional):

|  |
| --- |
|  |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Signature |  | Printed - Name / Title (Dean or Chair) |  | Date |

**Part B Routing Instructions:**

1. If transfer not approved, return form to requestor.
2. Unit: if the unit will track the equipment asset, forward a copy of form and attachments to SMS - Equipment Services, 135 Materials Management Building or email: [equipment.services@ualberta.ca](mailto:equipment.services@ualberta.ca) or fax: (780) 492-8268. Equipment Services will tag the equipment asset with a U of A tag and add it to the equipment asset register.