



Equipment Change Form

Asset # _____ and/or Tag # _____

Please complete the appropriate section(s) to indicate a change in asset ownership between Schools/Centers for the property item referenced above.
(For multiple changes attach an excel spreadsheet.)

Original Owning Information

Original School/Center Name _____ Sch/Ctr #: _____

Original ORG Name _____ ORG #: _____

Original Bldg. Name _____ Bldg. # _____ Floor ____ Room _____

Original Asset Administrator: (Forward to New Asset Administrator after signing)

Name: _____ Signature: _____
(Please print)

Intramural Address: _____ Mail Code: _____

E-mail address: _____@_____ University Extension: _____ - _____

Original Senior BA _____

New Owning Information

New School/Center Name _____ Sch/Ctr #: _____

New ORG Name _____ ORG #: _____

New Bldg. Name _____ Bldg. # _____ Floor ____ Room _____

New Custodian: _____ **Penn ID #** _____

New Tagging Contact: _____ **Penn ID #** _____

Name: _____ Signature: _____
(Please print)

Intramural Address: _____ Mail Code: _____

E-mail address: _____@_____ University Extension: _____ - _____

New Senior BA _____

New Asset Administrator: (Forward a copy to Original Asset Administrator after signing)

Note: A copy of the journal entry must be attached if a funds transfer is required.
Journal Entry Batch Name: _____