



# 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:** \_\_\_\_\_