

COLORADO STATE UNIVERSITY
EQUIPMENT ACCOUNTABILITY CHANGE REQUEST
(EACR)

INSTRUCTIONS FOR COMPLETING THIS FORM:

GENERAL INFORMATION - For more detailed instructions consult Financial Policy and Procedure Instructions, FPI F-1 Section 1

Use this form for the following situations:

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| 1 DISPOSAL of equipment or other CSU owned goods for any reason | 6 CANNIBALIZATION of equipment |
| 2 SALE of equipment within or outside the University | 7 DONATION of equipment to other institutions or agencies |
| 3 LOST/STOLEN property (report to CSU Police) | 8 FEDERAL SPONSOR or LEASED equipment cannot be disposed without release of ownership to CSU title. |
| 4 TRANSFER of equipment to another institution or agency | (This form along with a letter of release from the CSU Department and a letter of acceptance from the new agency). |
| 5 SURPLUS of equipment to be auctioned | Contact Property Management at 1-2270 for information and special processing. |
- 9 TRADE-IN of equipment – must be coordinated through Purchasing. The original EACR with Property Management approvals must accompany the purchase requisition to the Purchasing Department. A description of the equipment traded, including the CSU property decal number should be included on the purchase requisition.

If there are more items than will fit on one page, please fill out an additional form and have each form authorized. This form requires Property Management approval before equipment can be moved.

COMPLETING THE FIRST SECTION – TYPE OF DISPOSITION

CANNIBALIZATION – Check this if you plan to use parts of a piece of equipment within your department. (Requires prior approval) Central Receiving - Surplus Property will pick up what is left.

LOCATION/RESPONSIBILITY CHANGE (No prior approval) form can be found on the Property Management website @ <http://busfin.colostate.edu/forms/fmlocrespchange.dot>

SURPLUS PROPERTY – Check this box if you don't need or want equipment and would like Central Receiving - Surplus Property to schedule pick up of items.

OTHER – Use for other types of disposition such as:

Sale of Equipment inside or outside CSU (Requires prior approval)

Transfer of equipment to another institution or agency (Requires prior approval)

Donation of Equipment to other institutions or firms (Requires prior approval)

PRELIMINARY APPROVAL – CSU Property Management signs this box upon approval of disposition

COMPLETING THE SECOND SECTION – EQUIPMENT/GOODS INFORMATION

All the information pertinent to the item being disposed is necessary in this section, excluding the shaded areas. It is important that Property Management can identify the items being disposed. If the CSU decal is missing or written in error, the other demographic information can help identify the item.

Reason for disposal – Three codes are listed in the space above the box. **1 – Obsolete, 2 – Beyond Repair, 3 – Excess**

Condition Code – Three codes are listed in the space above the box. **1- Operational, 2 – Needs Repair, 3 – Beyond Repair**

COMPLETING THE RELEASING DEPARTMENT AUTHORIZATION BOX

The Department that owns the equipment listed in the second section should have their authorized person sign this signature box. Property Management maintains a list of authorized signers if you are unsure. x 1-2270

COMPLETING THE ACQUIRING DEPARTMENT AUTHORIZATION BOX

The Department to whom the equipment listed in the second section is being transferred should have their authorized person sign this signature box, Property Management maintains a list of authorized signers if you are unsure. x 1-2270

COMPLETED EACR FORMS SHOULD BE SENT TO PROPERTY MANAGEMENT AT 6003 CAMPUS DELIVERY
DO NOT SEND EACR FORMS OR COPIES TO SURPLUS PROPERTY - NO FAXES ACCEPTED
ONLY ORIGINAL EACRS THAT HAVE PROPERTY MANAGEMENT APPROVAL WILL BE SENT TO CENTRAL RECEIVING TO SCHEDULE PICK UP.