Equipment Accountability Change Request (EACR) Form Instructions

The EACR form is available on the Surplus Property web page located at [http://cr.colostate.edu/](http://cr.colostate.edu/). This form is required for all items that are sent to Surplus Property. The form is to be filled out and the original document, complete with signature, is to be sent to Property Management who will then approve and send to Surplus Property. **DO NOT** send the EACR directly to Surplus Property as it will be rejected. If you have more items than will fit on one page, please completely fill out an additional EACR including an authorized signature.

**General Information**

For more details instructions, please consult Financial Policy and Procedure Instructions (FPI F-1 Section 1.) Equipment with a CSU Decal must be entered into Kuali. For more information about equipment with a CSU Decal, please call Property Management or visit their website for details.

For assistance with completing this form you may contact Property Management at 491-1045 or Surplus Property at 491-1918.

**Section 1**

- Surplus Property – This is to dispose of property that is no longer required by your department. This includes all items that will be destroyed, recycled, reallocated, or sold at retail or auction.
- Non-Capital Asset Trade-In – This 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 (non-capital assets only) should be included on the purchase requisition.
- Transfer to Non-CSU Agency – Transfer requires a letter of release, signed by the department head from the originating department and a letter of acceptance from the destination agency. (Requires Prior Approval)
- Other – Sale of equipment inside or outside CSU or Donation of equipment to other institutions or firms. (Requires Prior Approval)

**Section 2**

- Complete all information in this section.

**Section 3**

- Certifies that the items being sent to Surplus Property are clean of chemical, biological, and radioactive material.

**Section 4**

- If you are sending Freezers, Refrigerators, or Laboratory Equipment that has been in contact with chemical, biological, or radioactive material you will need to complete the Refrigerator, Freezer, and Laboratory Equipment Declaration Form available on Surplus Property’s web page at [http://cr.colostate.edu/](http://cr.colostate.edu/).

**Section 5**

- To enhance data security, Surplus Property will no longer require departments to sanitize hard drives prior to sending over computers. Hard drives will be wiped to DOD specifications or destroyed based on condition. Departments will be charged an electronics recycling fee for the following: computer monitors, CPUs, printers, copiers, hard drives, and other types of electronics. For detailed pricing please visit the Surplus Property website at [http://cr.colostate.edu](http://cr.colostate.edu).

**Section 6**

- 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, then the other demographic information can help identify the item.
- Reason for Disposal
  - There are three codes listed above these boxes for reference: 1 – Obsolete 2 – Beyond Repair 3 – Excess
- Condition Codes
  - There are three codes listed above these boxes for reference: 1 – Operational 2 – Needs Repair 3 – Beyond Repair

**Section 7**

- An authorizing signature is **REQUIRED** to have the EACR processed by Property Management. Property Management maintains a list of authorized signers. If you are unsure of who is an authorized signer, please contact Property Management at 491-1045.

Completed original EACR forms are to be sent to Property Management at 6003 Campus Delivery via inter-office mail. Faxes, scans, or copies will not be accepted. **DO NOT** send copies or faxes of this form to Surplus Property to help “speed things up.” Pick up will only be scheduled by Surplus Property after appropriate approvals from Property Management.