



**COLORADO STATE UNIVERSITY**  
EQUIPMENT ACCOUNTABILITY CHANGE REQUEST

RETURN TO: Property Management Office 6003 Campus Delivery - x12270 <b>(DO NOT FAX)</b>	<b>See page 2 for detailed instructions.</b>	LOT#
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<b>TYPE OF DISPOSITION</b> (See page 2 for instructions) CANNIBALIZATION (prior approval) SURPLUS PROPERTY TRADE-IN (Req# _____ ) TRANSFER TO NON-CSU AGENCY LOST/STOLEN (Police Report# _____ ) OTHER _____ LOCATION/RESPONSIBILITY CHANGE (dept. to dept.) (Please use form @ <a href="http://busfin.colostate.edu/prp.aspx">http://busfin.colostate.edu/prp.aspx</a> )	Completed EACR form must be sent to Property Management for approval prior to pick up. No faxes accepted. Do not send original copies or faxes to Surplus Property.  _____ Property Management Office Signature	<b>SURPLUS USE ONLY</b> <input type="radio"/> Okay for Pick Up _____ date <input type="radio"/> Picked Up/Delivered _____ date <input type="radio"/> Other  _____ Central Receiving Approval
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\*Reason for Disposal: 1-Obsolete 2-Beyond Repair 3-Excess \*\*Equipment Condition Code 1-Operational 2-Needs Repair 3-Beyond Repair

Serial Number	CSU Decal Number	Item Description	Manufacturer	Model	Location Building	Location Room #	Reason Code*	Cond Code**	Funding	Value

Releasing Department Authorization (Please don't use black ink.)  Dept Name _____ Dept # _____  Authorized Signature _____ Date _____ Telephone Extension _____	Available for pick-up now or _____ (date)  Contact information regarding the location or availability of these items:  Name _____ Telephone Extension _____
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**“NOTICE”** In an effort to enhance data security, Surplus Property will no longer require departments to sanitize hard drives prior to turning in computers to Surplus. The University has moved to a total destruction policy for hard drives. Departments will be charged an electronics recycling fee for PC monitors, CPUs, printers, copiers, hard drives, and other types of electronics. Visit our website (<http://cr.colostate.edu>) for more information.

COLORADO STATE UNIVERSITY  
EQUIPMENT ACCOUNTABILITY CHANGE REQUEST (EACR)

INSTRUCTIONS FOR COMPLETING THIS FORM:

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.

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

Use this form for the following situations:

- |   |  |
|---|--|
| 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.<br>(This form along with a letter of release from the CSU Department and a letter of acceptance from the new agency).<br>Contact Property Management at 1-2270 for information and special processing. |
| 4 TRANSFER of equipment to another institution or agency        |  |
| 5 SURPLUS of equipment to be auctioned                          |  |
- 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.

COMPLETING THE FIRST SECTION – TYPE OF DISPOSITION

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

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.

TRANSFER TO NON-CSU AGENCY – Transfer of equipment to another institution or agency. Transfer requires a letter of release, signed by department head, from originating department and a letter of acceptance from destination agency. (Requires prior approval)

OTHER – Use for other types of disposition such as:

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

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

LOCATION/RESPONSIBILITY CHANGE – For transfer to another CSU department. Form can be found on the Property Management website @ <http://busfin.colostate.edu/prp.aspx> (No prior approval needed)

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.