INVENTORY/EQUIPMENT CHANGE OF STATUS

Southern Illinois University Edwardsville

Department Information (Section 1)

From: SELECT FROM DROP DOWN:

Property Control Unit Title --Unit Number

Fiscal Officer/Delegate Signature / Date

To: SELECT FROM DROP DOWN:

Property Control Unit Title --Unit Number

Fiscal Officer/Delegate Signature / Date
(or non-SIUE Borrower Signature / Date)

Transaction Information (Section 2): If you have questions, please contact Property Control at email PropControl@siue.edu.

Select One: Transfer to another SIUE unit

Note: This form is not required for room changes within the same unit; email room changes to: PropControl@siue.edu

Equipment Information (Section 3)

Inventory Tag No.	Description (inc. Make & Model #, if applicable)	For Transfer Items New Building & Room #	Prop Control Use Only

PROPERTY CONTROL USE:

Submit by Email to: PropControl@siue.edu

3/13/24