

FAS-1 Form-UNCP

Request for adjustment of Fixed Asset Inventory

Fill in all applicable fields and email or fax form to Fixed Assets Coordinator in the Controller's Office.
 Email: Asset.Management@uncp.edu

A. Change in location of fixed asset:

Fixed Asset Number	Description	From		To		Effective Date
		Building	Room	Building	Room	

B. Change in description of fixed asset:

Fixed Asset Number	Existing Description	Revised Description	Effective Date

C. Removal of fixed asset from the inventory record due to:

1. Cannibalization 2. Obsolete 3. Missing or Stolen 4. Transferred to Another Institution/Department 5. Trade-In

Fixed Asset Number	Description	Location	Reason (From Above)

D. Replacements for defective equipment under warranty.

Fixed Asset Number	Description	Serial Number		Location	Effective Date
		Defective	New		

Completed by:

(Signature of Department Chair/Designee)

Approved by:

(Signature of Fixed Assets Coordinator)

Approved by:

(Signature of Receiving Institution/Department)