

DSU Central Receiving Property Change Form

Instructions: This form is used to obtain the information necessary to monitor assets to and from your department. Central Receiving will dispose of all DSU assets. This form must be completed, signed and emailed to scherebin@desu.edu or faxed to Central Receiving at 302.857.7891. **Incomplete forms will be returned to your department for proper completion.**

Check reason for change:

Transfer: ____ Obsolete: ____ Stolen/or Missing: ____ Sold: ____

Traded-In: ____ Destroyed: ____ Disposed: ____ Off-Campus Usage: ____

Other (explain): _____

- A police report must be filed for stolen and/or missing items and maintained as supporting documentation. A copy of the police report must be emailed to figbal@desu.edu, Fixed Asset and Inventory Manager. When recording the disposal of the stolen assets, you must include the police report number on the disposal form.
- Assets destroyed-loss due to fire, flood, etc. must be reported to DSU Risk Management section with a reference date of loss.

Department Information:

From Department Name/Account No.: _____

Building and Room No.: _____

To Department Name/Account No.: _____

Building and Room No.: _____

DSU Property Information:

DSU Tag No.	Description (Make/Model/#)	Serial No.	Estimated Age	Purchase Order No.	Cost	Condition

Completed by Name: _____ Title _____ Date _____

Dean/Chair/Vice President Signature Required

Central Receiving Name: _____ Title _____ Date _____