



UC San Diego

Policy & Procedure Manual

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INVENTORY

Section: 522-3 EXHIBIT A

Effective: 10/27/1992

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EXHIBIT A

UNIVERSITY OF CALIFORNIA, SAN DIEGO EQUIPMENT MANAGEMENT DEPARTMENT 0010		Request No. <u>9919035</u> <small>(Leave Blank)</small>				
EQUIPMENT INVENTORY MODIFICATION REQUEST						
<small>Instructions to Department: Submit three copies of this form to your Local Inventory Department Representative when you wish to alter the custodial responsibility for University equipment assigned to your operating unit. One copy will be returned with acknowledgment from the Inventory Department. Possible types of modifications to your assigned equipment list are acquisitions by department, fabrication, loans, transfers and losses. In case of suspected theft, phone a report of loss to the UCSD Police Department.</small>						
Type of Adjustment (check one only):						
<input type="checkbox"/> Department Fabrication—Please give complete description of equipment fabricated listing all P.O. numbers with dollar value of each, machine shop charges and lump sum value of all L.V.P.O.'s in the Equipment Identification section of this form, or on an attached sheet.						
Labor Cost \$ _____		Materials and Supplies \$ _____				
Equipment Components \$ _____		Total Cost of Fabrication \$ _____				
<input type="checkbox"/> Loan—Name of Borrower _____ Address _____						
Loan—Name of Lender _____		Address _____				
Period of Loan: From _____		To _____				
<input type="checkbox"/> Lost, <input type="checkbox"/> Destroyed, <input type="checkbox"/> Stolen; Police Report No. _____; <input checked="" type="checkbox"/> Excess to Department Needs						
<input type="checkbox"/> Dismantled (List remaining inventorial components below)						
<input type="checkbox"/> Interdepartmental or Intercampus Transfer						
From: <u>GRD</u>		Custodial Department Name				
To: <u>SURPLUS SALES</u>		Custodial Code Number				
		<u>5096-00</u>				
		<u>0140-00</u>				
<input type="checkbox"/> Other (explain) _____						
Remarks: <u>For pick-up by Surplus Sales - in Rm 2234</u> <u>Ritter Hall - on floor.</u>						
<small>EQUIPMENT IDENTIFICATION (Please give as complete information as possible)</small>						
Property Number	Description of each item (Include Serial Number)	New Location		Order or Reference No.	Cost or Value	
		Room	Building			
<u>836003003</u> <u>31-D</u>	<u>IBM PCXT computer</u> <u>w/ B/W monitor, keyboard</u> <u>+ manuals</u>					
<u>566001983</u> <u>31-D</u>	<u>IBM color monitor</u>					
Department Contact Person: <u>Bickey Green</u>		Mail Code: <u>0220</u>		Ext: <u>4169</u>		
Credit Sale of Surplus to:		Index	Fund	Org	Acct	Prog
		<u>GRD4400</u>	<u>68310A</u>	<u>416419</u>		
APPROVALS FOR DEPARTMENT		FOR BUSINESS OFFICE				
1. <u>Bickey L. Green</u> Date: <u>7-23-92</u>		Inv. Dept. <u>Carolyn K Jones</u> Date: <u>7/24/92</u>				
2. _____ Date: _____		Mat'l Mgr. _____ Date: _____				
<small>(REV OCT 91) FO2032</small>		<small>Equipment Management Copy</small>			00122	