


Inventory/Equipment Change of Status Form Instructions

Purpose:

Document changes in the location of equipment for inventoried items.

- This form is back-up provided to CMS for all University property that has been relocated.
- Items that are not on inventory do not have to be submitted to Property Control. Departments may want to fill out of the form for their departmental records.

Access:

- <https://www.siu.edu/its/ais/eforms/index.shtml>
 - You will need to download the form and save it to your computer (desktop, documents, etc.)
 - When you open the form from the link above, on the top right, click on the down arrow, , to download the form and save it.

Instructions:

Departmental Information (Section 1) – work from left to right

- From: Use the drop-down menu to find your departments Unit name and Unit number
- Fiscal Officer/Delegate Signature
 - Must be digitally signed by Unit's fiscal officer or delegate
- To: Use the drop-down menu to find the receiving department's Unit name and Unit number
- Fiscal Officer/Delegate Signature of Receiving Unit
 - Must be digitally signed by Unit's fiscal officer or delegate

Transaction Information (Section 2)

- Select One: Use the drop-down menu to chose which type of change is to be done.
 - Transfer to another SIUE Unit
 - Loan to another SIUE Unit: This type of transaction does not get sent to Property Control. For departmental back up only.
 - Loaned to a non-SIUE unit (individual or group): This type of transaction does not get sent to Property Control. For departmental back up only.
 - Stolen:
 - Go to the next drop-down menu, Were University Police notified? and answer yes or no.
 - The Dean or Director of your area MUST digitally sign off on this in Section 4.
 - Proceed to Section 3.

- Lost:
 - Go to the next drop-down menu, Were University Police notified? And answer yes or no.
 - The Dean or Director of your area MUST digitally sign off on this in Section 4.
 - Proceed to Section 3.
- Trade-In:
 - To the right of Purchase Order Number: enter the PO# on which the item(s) are being traded in on.
 - One Purchase order per form.
 - Proceed to Section 3.
- RMA – ITS Use only

Equipment information (Section 3)

- In the Inventory Tag No. column type in the SIUE inventory tag number, including the “E”.
- In the Description Field type in a thorough description of the equipment.
- If the form requires a new Building and Room Number, follow these instructions:
 - Use the drop-down menu to choose the new building location of the equipment.
 - Type in the Room Number where the equipment will be located.
- If the form is for an item(s) that is stolen or lost
 - High Risk (Confidential info): Use the drop-down menu to choose yes or no.
- If the form is for an item(s) that is traded-in
 - Trade-In Amount? – for each item that is traded-in, put the dollar amount given for that item.

Acknowledgement (Section 4)

- Must be digitally signed by the Dean or Director for Lost and Stolen items.

Submitting Form:

- Submit the form by clicking on the “Submit by Email to: PropControl@siue.edu” button on the bottom of the form.
- For Trade-Ins, the submit button will say “Submit to PropControl@siue.edu & purchasing@siue.edu
 - **Do not scan and email the form.**
 - **Do not mail the form.**