

**WPI****EQUIPMENT STATUS CHANGE FORM**

Please complete this form when a change occurs in the status of WPI capital equipment

Name: _____ Date of Change: _____

Department: _____ Department Ext: _____

Asset Tag #: _____ Equipment Mgr: _____

Type of Disposition:

- Sale
- Return
- Donation
- Lost or Stolen
- Transfer within WPI
- Trade-In
- Move
- Dispose or Scrap

Equipment Condition Assessment:

- Excellent
- Fair
- Good
- Poor

Equipment purchased with Federal Funds:

- Yes
- No

If transferred, new location: _____

Please state recipient's name and address if equipment will be sold, traded-in, or donated.

_____ Details /Date if lost or stolen _____

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|-----------------------------|--|
| Equipment Description: | |
| Serial #: | |
| Original Location: | |
| Original Purchase Date: | |
| Original Purchase Price: | |
| Sale Price (if applicable): | |

Authorization:

Department Head or Principal Investigator (if grant funded)

Name: _____ Type or print
Campus Ext.: _____

Signature: _____ Date: _____

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|------------------|
| Comments: |
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Please forward completed form to Procurement Services at mbrunelle@wpi.edu