

## INVENTORY TRANSACTION FORM

*This form is used to request an update or change to the equipment record; check the applicable update box.*

**Instructions: (Form Must Be Typed)** Submit one request for each different type of transaction requiring an update.

- Complete, sign, scan and email to [inventory.department@utsa.edu](mailto:inventory.department@utsa.edu); use SUBJ: Transaction Type (i.e. Barcode Request, Transfer, etc.) and DeptID.
- Transfer of Equipment Requests **MUST BE** signed by both parties and the Authorized Departmental Official from the Transferring (LOSING) DeptID.
- Tag Number Replacement Label Requests must be signed by the Authorized Departmental Official/Chair, and must be physically verified and affixed with that new barcode by the Inventory Department Staff.
- Retain a copy for your records.

REQUEST TYPE			
Transfer of Equipment	Request Description Change	Request Tag Number Replacement Label	
DEPARTMENT DETAILS			
Department Name: _____			DeptID: _____
Inventory Contact Person (ICP): _____		Phone: _____	Date: _____
Transfer to Department: _____			DeptID: _____
PROPERTY DETAILS			
<b>*LIST ONLY "CONTROLLED PROPERTY (\$500 – \$4999) AND/OR CAPITAL PROPERTY (\$5000 AND OVER)*</b>			
TAG NUMBER	DESCRIPTION	SERIAL ID	NEW LOCATION
JUSTIFICATION			
<b>*REQUIRED FOR TRANSFERS AND REPLACEMENT TAG NUMBER REQUESTS*</b>			
AUTHORIZATION FOR TRANSFERS			
<b>*NOTE: Transfer of Equipment Requests <i>MUST BE</i> signed by both parties and the Authorized Departmental Official from the Transferring (LOSING) DeptID.</b>			
<b>FROM:</b> Authorized Official in Department "Transferring" Equipment		<b>TO:</b> Authorized Official in Department "Receiving" Equipment	
Name: _____		Name: _____	
Phone: _____ Date: _____		Phone: _____ Date: _____	
Signature: _____		Signature: _____	
		Asset Custodian: _____ EmplID: _____	
REQUIRED ON TRANSFERS AND TAG NUMBER REPLACEMENT REQUESTS			
Department Official/Chair Name		Title	
Signature		Date	
INVENTORY DEPARTMENT PROCESSING ACTIONS			
Processed By	Date	Verified By (Initials)	Date