

**Columbia University
Equipment Inventory Adjustment (EIA) Form**

Campus (check one)		Instructions for completing this form are provided on the second page.
Morningside		
Lamont/Nevis		
Health Sciences		

TO: Capital Asset Accounting Office of Controller - Studebaker Building 615 W. 131st Street 3rd Flr (212) 851-7160	FROM: Requestor Name: Dept. Name Dept. No. Tel. No. Email	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>					

Action Code* (See Reverse)	CU Asset Tag No.*	Description*	Acquisition Cost	Purchase Order No.*	Natural Account No.

Manufacturer	Model	Serial #	Location Building & Room	Grant or Contract No.	Title (CU or Government)

Reason For Action*	
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If transferred, equipment received from / transferred to:*((Name and address of institution))	Date of Transfer	
	Shipping Charge	
	Paid by	

Person to contact	
Tel No.	Email

Department Approval			
Department Chairperson/Designee			
	Print Name	Signature	Date

For Capital Asset Accounting - Office of the Controller Use ONLY			
OK to Dispose (Check)	Y		
	N		
	Print Name	Signature	Date

Use this form when reporting equipment transferred to Columbia, equipment transferred to another institution, or reporting disposition of equipment in accordance with codes listed on the back of this form. Attach continuation sheet if necessary.

***Required information**

Instructions for completing Equipment Inventory Adjustment (EIA) Form

General Information:

Principal investigator or other responsible person must complete this form before equipment can be transferred or disposed to notify Capital Asset Accounting (CAA) of equipment status changes:

- Provide as much information as is available.
- If more space is needed, use continuation sheet.
- Obtain department chairperson's approval.
- Send completed form to Capital Asset Accounting. Forms can be sent via e-mail to equipment@columbia.edu or via fax to (212) 851-7149.

Codes:

- 1..... Equipment transferred to Columbia University
- 2..... Equipment transferred from Columbia University
- 3..... Excess
- 4..... Sold (Attach copy of sale agreement)
- 5..... Trade-in on new equipment (Include new PO# in "Reason for action")
- 6..... Stolen (Attach copy of public safety or police report)
- 7..... Scrapped (Attach copy of cash receipt voucher if available)
- 8..... Reported lost or missing
- 9..... Disposed
- 10..... Status change - Service Center Equipment
- 11..... Other (Location change, shared use, home use request, equipment on loan, return to vendor, etc.)

Distribution as Necessary:

Send Original to	Capital Asset Accounting - Office of Controller
cc:	Department Chairperson
cc:	Sponsored Projects Administration (SPA) (if applicable)
cc:	Principal Investigator
cc:	New Institution (if applicable)

If assistance is required, please contact Capital Asset Accounting (CAA) at (212) 851-7160.