



Rowan University Equipment Disposal/Adjustment Form (EDA)

Revised: 8/2016

(to be used for all transfers, adjustments and disposals, including removal from service due to obsolescence)

INSTRUCTIONS: See attached instructions for completing form.
Note: If asset was destroyed due to fire, flood, etc., please notify the Risk Management department in addition to completing this form.

Date: _____ Department Name: _____ Department Org #: _____

Contact Person: _____ Ext. _____

Dept. Head Signature: _____

EQUIPMENT FOR DISPOSAL/ADJUSTMENT:

Action Code	Fixed Asset Tag Number: (if available)	Item Description	Transfer/Loan				New Property Custodian**-Name and Extension	Purchase Order Number	Date of Purchase	Accounting Use Only Cost
			From Location Building	Room #	To Location Building	Room #				
1										
2										
3										
4										
5										

**Custodian is Principal Investigator or Department Head

Description			
Make			
Model Number	Serial Number		
Original Acquisition Cost	Acquisition Date		
Source of Funding (and title)	Banner Fund Number		
Net Book Value			

Property Custodian**			
Print Name	Signature	Extension	Date

Department Head/Chair/Office of Sponsored Programs/Office of Research			
Print Name	Signature	Extension	Date

Purchasing Department		Accounting Services	
Approved by	Date	Performed by	Date

COMMENTS: *** Note: Additional detail/explanation required for Action Items #5 Sold, #6 Trade-in/New Equipment, #12 Donated by Rowan University and #13 Other:



Rowan University Equipment Disposal/Adjustment Form Instructions

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This form is to be used in conjunction with the Rowan University Fixed Asset and Disposal Policies located at:

General Information:

The Custodian is responsible for completing this form and obtaining appropriate signatures.

Department Head/Chair signature is required for all adjustments.

Office of Sponsored Programs/Office of Research approval is required for assets acquired under sponsored agreements/grants or on loan in connection with sponsored agreements/grants.

Action Codes: Select one for the following codes that best describes the equipment adjustment/change:

CODE	DESCRIPTION
1A	Government equipment transferred to Rowan University. Title passes to Rowan University.
1B	Government equipment transferred to Rowan University. Title remains with Government.
1C	Nongovernment equipment transferred to Rowan University. Title passes to Rowan University.
2	Equipment transferred from Rowan University to another institution. Rowan University no longer has title to or is accountable for the property.
3	Equipment on loan to another institution. Rowan University retains title and is accountable for the property. Note: Prior authorization needed from Legal Department, via Purchasing Department.
4	Destroyed.
5	Sold***. Attach copy of cash receipt and provide contact information of recipient in Comments section. Please refer to Fixed Asset Policy for clarification on selling University property.
6	Trade-in on new equipment***. Provide description and Purchase Order Number for new equipment in Comments section.
7	Lost or Stolen. Attach copy of security report if stolen.
8	Obsolete/Impaired.
9	Off campus transfer to faculty, staff, or student. Rowan University retains title and is accountable for the property. Must include name and phone number of University representative with physical custody.
10	Equipment on loan to Rowan University.
11	Donated to Rowan University.
12	Donated by Rowan University to external party***. Provide name of recipient in Comments section. Note: Prior authorization needed from Legal Department, via Purchasing Department.
13	Other*** (e.g., permanent change of on-campus location/transfer to another Rowan University department, change in property custodian). Explain in Comments section.

Questions regarding the Equipment Adjustment Form should be directed to Accounting Services at 856-256-5492.

Completed and approved Equipment Adjustment Forms, along with supporting documentation, are to be sent to:

- | | |
|---|---|
| 1.) Director of Accounting (Original or PDF)
Bole Hall
Glassboro Campus | 2.) Purchasing Department (Copy)
Linden Hall
Glassboro Campus |
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