

Moveable Capital Equipment Management Form

STATUS	BU TAG #	DESCRIPTION	MANUFACTURER	MODEL	SERIAL NUMBER	BUILDING	ROOM	NOTES
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DELETION STATUS CODES

DS: Destroyed **SO:** Sold
DN: Donated Out **ST:** Stolen
RV: Returned to Vendor **TI:** Traded In
SC: Scrapped/Disposed **TR:** Transferred Out

D: Donation Recieved **T:** Transferred In
L: Leased or Loaned

CHANGE OF STATUS CODES

F: Fabricated **N:** Not in Use
M: Missing **R:** Relocated

Cost Center Number

Cost Center Name

Equipment Custodian (printed name)

Date

Equipment Custodian email

Dean/Department Chair/Unit Head (print name)

Equipment Custodian Signature

Dean/Department Chair/Unit Head Signature

RETURN SIGNED FORM TO property@bu.edu