

**THE JOHNS HOPKINS UNIVERSITY
EQUIPMENT INFORMATION FORM (C824)**

Originated by _____ Dept # _____ Date _____
JHU Property Tag # _____ Item Description _____
Model # _____ Serial # _____

CHANGE IN STATUS – TRANSFERS

1. - Transfer of Location within University

To Bldg _____ Room # _____

From Bldg _____ Room # _____

Person Responsible after Transfer _____

If off campus, give address _____

If the equipment is to be located at home, the transfer must be approved by the Department Head or Designee and they must sign below.

Approved by **Dept. Administrator** (print) _____ Signature _____

2. - Transfer of Equipment and Title **TO** other Institutions

Institution _____ Address _____

From Bldg _____ Room # _____

Person Responsible after Transfer _____

Address _____

Approved by **Dept. Administrator** (print) _____ Signature _____

Approval by WSE DBO (print) _____ Signature _____

3. - Transfer of Equipment and Title **FROM** other Institutions

To Bldg _____ Room # _____ Budget # _____

Institution _____ Address _____

Person Responsible after Transfer _____

Original Cost per Item (if known) \$ _____ Date of Acquisition (if known) _____

Approved by **Dept. Administrator** (print) _____ Signature _____

CHANGE IN STATUS – OTHER

4. - GFE (Government Furnished Equipment)

Cost \$ _____ Original Date of Transfer _____

Agency _____ Federal Award ID and/or SAP Grant # _____

Location _____ Bldg _____ Room # _____

Approved by **Dept. Administrator** (print) _____ Signature _____

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Originated by _____ Dept # _____ Date _____
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5. - Donation

Market Value \$ _____ Donor _____ Date Acquired _____

Approved by **Dept. Administrator** (print) _____ Signature _____

6. - Disposal of Equipment*

Sold to _____ Amount \$ _____

Scrapped (reason) _____

Other (explain) _____

Approved by **Dept. Administrator** (print) _____ Signature _____

7. - Lost / Stolen Equipment

Date Reported _____

8. - Returned to Sponsor Agency

Date _____ Reason _____

Approved by **Dept. Administrator** (print) _____ Signature _____

9. - Other types of changes

Explain _____

Please send this completed form to:

Fixed Assets Shared Services
Johns Hopkins at Keswick
3910 Keswick Road
South Building, 4th Floor
Baltimore, MD 21211
Email: FASSC@jhmi.edu
Fax: 443-997-5781

***Additional Approval Required for WSE ONLY:**

Additional approval required by WSE Business Office for
Equipment disposal with a net book value \$10,000 or >.

Approved by WSE BO (print) _____

Approved by WSE BS (signature) _____

For questions concerning the use of this form, email Fixed Assets Shared Services at email address above. **See page 3 of this form for instructions.**

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INSTRUCTIONS FOR DEPARTMENTS

CHANGE IN STATUS – TRANSFER

1. When an item of equipment is permanently transferred from one department to another or off-campus, check this box. Also, indicate the transferring department, building and room number, and the recipient department. Include the name and address of the responsible person after the change. Approval must be given when equipment is located in a home. Please note: if transfer involves a sponsored account, an equipment Non-Payroll Cost Transfer should be submitted and should not be submitted on this form.
2. When an item of equipment is being permanently transferred out of the University, check this box. Also, indicate the recipient's school or organization, building and budget number from which they are transferring them item. The Department Administrator must print and sign form to indicate approval.
3. When an item of equipment is being transferred from another University or Organization to the University, check this box. Also, indicate the building, room number and budget number to which they are transferring the equipment item. The name of the University or Organization from which it came, should be included. Please include the original cost and the date of acquisition, if known. Also, include any documentation that would be useful for generating the data needed to produce a property record.

CHANGE IN STATUS – OTHER

4. When a department receives Government Furnished Property from the government, please check this box. Please provide information requested on form, then attach pertinent documentation and provide a University point of contact.
5. When an item of equipment is donated to the University, check this box. Please provide the information requested on the form and attach any accompanying documentation.
6. If a department disposes of equipment by either selling, scrapping, or other reason, please check this box. Provide the buyer information, sale price, scrapping reason, or other explanation, depending on appropriate reason.
7. If an item of equipment is lost or stolen, note the date of the occurrence here. Please be sure to contact the Security Office. Also, please note any pertinent follow-up information.
8. When an item of equipment is to be returned to the Sponsoring Agency, check this box. Provide the date of return and the reason for returning the equipment. A copy of the shipping confirmation or delivery notice is requested.
9. If an item of equipment changes status for any other reasons than the above, please note it here. Please provide an explanation.