

**The Ohio State University Research Foundation
Property Status Change Form**

Initiated by: _____

Date _____

Dept. Name/No. _____

Project No. _____

Address _____

Telephone No. _____

FAX No. _____

Authorizations:

Printed Name of Equipment Coordinator

Signature/Date

Printed Name of Dept. Chair or Principal Investigator

Signature/Date

Inventory No.	Item Description	Condition Code	Use	Former Location	New Location	Disposition Code

See back of document for codes and instructions

Send completed form to: Kevin Olsen
1960 Kenny Road
Columbus, OH 43035

Telephone 614-247-6090
FAX 614-292-6870

Signature of RF Property Administrator

Date

Approved
Disapproved

Property Status Change Form

This form should be used to communicate changes in equipment status to Equipment Inventory when:

- Equipment is moved to another room or building.
- Equipment is transferred to another department.
- The condition of the equipment changes.
- The equipment use changes such as an item taken out of storage, put in storage or become available for shared use.
- The equipment has been stolen, destroyed, dismantled, or used as a trade-in on new equipment.

Definition

Inv.No. I	Inventory Number. The number assigned to a piece of equipment with an original purchase price of at least \$5,000. There should be a property tag on the equipment with this number. If you cannot find a tag on the equipment, check the manufacturer, model and serial numbers of the equipment against the status report to find this number.
Item Description	A description of the item. If you are not sure what the piece of equipment is, this too can be found on the status report.
Cond Code	This code indicates the condition of the piece of equipment as follows: <ul style="list-style-type: none"> A1 New/unused property in excellent condition A4 Used property in good condition A5 Used property in fair condition A6 Used property in poor condition F7 Minor repairs required (costing no more than 15% of original cost) F8 Considerable repairs required (costing 16% to 40% of original cost) F9 Major repairs required (costing 41% to 65% of original cost) X Salvage (beyond economic repair (costing more than 65% of original cost) S Scrap (has no value other than basic material content)
Use	This code indicates the way the equipment is used by the department: <ul style="list-style-type: none"> U Used by the department – currently in use A Available for shared use with other departments S Surplus to the needs of the department – currently not in use
Former Location	Building and room number where the equipment has been located
New Location	Building and room number of the new equipment location
Disposition Code	This code indicates what has happened to a piece of equipment which is no longer owned by the department. <ul style="list-style-type: none"> 05 Destroyed by natural disaster – this would be used for an “Act of God” type disaster such as Equipment destroyed by fire, flood, or tornado. 07 Salvaged – equipment was dismantled by department and used for parts. 08 Trade-in – equipment was used as a trade-in on another piece of equipment. Please indicate the purchase order number along with the disposition code. For example: 08/0000096542. Equipment inventory will be notified by Purchasing of trade-ins listed on the requisitions. 11 Transferred to another OSU department. Please indicate department receiving the item along with the disposition code. For example: 11/0215. 12 Transferred to another institution. 21 Stolen. Please indicate the date the theft was reported to University Police or Police Report number. For example: 21/2-31-92 or 21/91-2411. 22 Destroyed other than by “Act of God.” For example: dropped, wrecked, etc. 24 Reclassified non-equipment. 26 Returned to Sponsor (Research Foundation use only) 27 Reclassified as fixed equipment.