

UNIVERSITY OF CALIFORNIA, SANTA CRUZ

EQUIPMENT INVENTORY MODIFICATION REQUEST



EIMR Number:

Dept Name:	Custody Code:	Prepared By:	Phone:	Date Prepared:
	Fund Number:	Organization:	Account:	Program:

TRANSACTIONS: (Check One)

<input type="checkbox"/> 23 Destroy/Cannibalize	<input type="checkbox"/> 32 Fabrication	<input type="checkbox"/> 90 Interdepartmental Transfer
<input type="checkbox"/> 26 Intercampus Transfer	<input type="checkbox"/> 35 Found	<input type="checkbox"/> 96 Interdepartmental Loan
<input type="checkbox"/> Other (Explain)	<input type="checkbox"/> 45 Recovered	<input type="checkbox"/> 97 Intercampus Loan

EQUIPMENT IDENTIFICATION: (Must be completed for all transactions.)

Property Number	Description	Serial Number	New Loc. (Rm/Bldg)	Acq. Doc./Ref. No.

TRANSACTIONS:

Initial Fabrication: (Complete this section and enter description of item above.)

Est. Date of Completion:	Estimated Cost: \$
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Completed Fabrication: (Upon completion of fabrication, complete this section and reference initial EIMR number in box at top of page.)

Labor Hours	Labor Cost \$	Materials/Supplies \$
Equipment Components \$	TOTAL cost of fabrication \$	

Loan: (Complete this section & EQUIPMENT IDENTIFICATION section. Obtain approval signatures from both parties before submitting form.)

Lender (custody code/agency name)	bldg/rm or street address
Borrower (custody code/agency name)	bldg/rm or street address
Period of Loan: From:                      To:	Or Loan Terminated (give date):

Transfer: (Complete this section and Equipment Identification section. Obtain approval signatures from both units before submitting form.)

Custodial Department Name	Custody Code	Campus
From:		
To:		

APPROVALS: (Please print document to sign, date and submit it.)

Originating Dept Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Acquiring Dept Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal Investigator (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

Dean or Vice Chancellor (if over 100,00) \_\_\_\_\_ Date \_\_\_\_\_

EQ Admin. \_\_\_\_\_ Date \_\_\_\_\_ Mat'l Mgr (if over 100K) \_\_\_\_\_ Date \_\_\_\_\_