



## Internal Capital Equipment Transfer Instructions

The Internal Capital Equipment Transfer form is used when one department within OHSU transfers capital equipment to another department within OHSU.

### FIELD INSTRUCTIONS:

***Inventory Tag #***

Supply the inventory tag number applied to the asset.  
Should a new tag be required please indicate here.  
Be sure to include a PO#

***Building/Room***

New location of asset

***Add Description***

Update FA to any details not reflected in database

***Model and Serial Number***

Update FA to any details not reflected in database

***Account Transferring to***

If you know the inventory account, record here.  
If not, use the title of the department as it appears in Oracle

**\*Two signatures are required for this transaction.**

Complete the Internal Capital Equipment Transfer Record and return it to Capital Accounting, Mail Code: AD201.