

UNIVERSITY SYSTEM OF NEW HAMPSHIRE
FINANCIAL AND ADMINISTRATIVE PROCEDURES
EQUIPMENT LOCATION FORM – USNH 11-010F

Please note: This is a electronically enabled form that can be directly submitted via email. It can also be printed, completed and sent via campus mail. When submitting via email, simply complete the form, select the appropriate location below and send the email with the completed form attached.

Fill in as much information as possible.

USNH Barcode #: _____

Banner P-tag #? (formerly FATX#): _____

Manufacturer: _____

Model: _____

Serial#/VIN#: _____

Other Description: _____

EQUIPMENT MANAGER/CUSTODIAN (*only required if custodian is changing*):

Old: _____ New: _____

Last 4 digits of New Custodian ID: _____

LOCATION (*only required if location is changing*):

Old Bldg: _____ Old Bldg #: _____ Old Room #: _____

New Bldg: _____ New Bldg #: _____ New Room #: _____

Old Department: _____ Old Org: _____

New Department: _____ New Org: _____

Transfer Date: _____

Please check one: Temporary Permanent

If Temporary, Approximate Duration: _____

For UNHD, UNHF, UNHL and UNHM:

Return form to UNH Fixed Asset Management, VPFA Office, 207 Thompson Hall,
Durham, NH 03824.

For PSU, KSC, GSC and System:

Return form to USNH Property Control, Dunlap Center, Durham, NH 03824

Call UNH Fixed Asset Management (862-5041) or USNH Property Control (862-4263)
with any questions.