

CAPITAL ASSET TRANSFER-IN NOTIFICATION

Rensselaer Polytechnic Institute
Controller's Office
Proctors Building - 3rd Floor
90 Fourth St. Troy, NY 12180

Requestor Name	Date
Department	Telephone No.

List the requested ACTION in **Section I** using the code listed below; Sign in **Section II**, as applicable.

T4	TRANSFER - from another University
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SECTION I: CAPITAL ASSET INFORMATION

If more than one asset – please attach list (in Excel format) with information requested below

Action	
Description	
Location	
Purchase Cost	
Purchase Date	
Responsible Person	
Serial Number	

SECTION II: APPROVAL SIGNATURES

I (We) certify that the location change and/or disposition constitutes Institute business and will assume responsibility for the capital assets listed.

Approved by:	Typed/Printed Name	Signature and Date
Originating Dept. Chair/Director		
Receiving Dept. Chair/Director		
Contracts and Grants		
Controller's Office		

For Controller's Office Use Only

Record changed by:	Date:
File Reference/Notes:	