

**Spelman College Title III  
Acquisition/Lost/Stolen/Transfer/Damaged/Disposition Form  
Equipment With Unit Value of \$5K or More**

<b>Purchase Order Number:</b>		<b>Date of PO:</b>	
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<b>Activity Name:</b>			
<b>Requested By:</b>		<b>Date:</b>	
<b>Department:</b>			

<b>Item Model/Description:</b>			
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<b>Item Brand:</b>			
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<b>Per Unit Cost:</b>	\$	<b>Quantity:</b>		<b>Budget#:</b>	
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<b>Proposed Usage:</b>			
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<b>Equipment Building Location:</b>		<b>Room #:</b>		<b>Room Type</b> <small>(ie Lab, Ofc. Class)</small>	
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<b>Title III Identification Number:</b>	#T	<b>Serial #:</b>	
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<b>Completed By:</b>		<b>Date:</b>	
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**EQUIPMENT LOST/STOLEN/TRANSFER/DAMAGED/DISPOSITION**

<b>Select One</b>	<b>Lost/Stolen</b>		<b>Transfer</b>		<b>Damaged</b>		<b>Disposition</b>	
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<b>Completed By</b>		<b>Date</b>	
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<b>Department:</b>			
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<b>Description of Circumstances (attached additional sheet if needed):</b>

<b>Authorization of Department Head:</b>	<b>Date</b>
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<b>Authorization of Office of the Contoller:</b>	<b>Date</b>
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Authorization of Activity Director	Date
Authorization of AVP for Title III	Date
Authorization of USDOE	Date
Picked up by FMS:	Date
Reported to Public Safety By	Date
Other	Date