

# RIT PROPERTY CONTROL ADDITIONS / DELETIONS / CHANGES FORM

## ADDITIONS

	Asset #1	Asset #2	Asset #3
Date of Addition			
Description			
Manufacturer (optional)*			
Model# (optional)*			
Serial# (optional)*			
Tag# (for self-tagging)			
Location XX-XXXX (bldg-room; room is optional*)			
Category			
Source of Funds			
PO# (if available)			
\$ cost (if available)			

## CHANGES

Date of Change	Tag #	Location Moved To XX-XXXX (bldg - room; room is optional)	Department Moved To (XXXXXX)

## DELETIONS (forward tags to Property Control) (If Surplus Equipment, enter next section also)

Date of Deletion	Tag #	Reason for Deletion	Proceeds on sale (if sold)

## SURPLUS EQUIPMENT (also required for non-inventoried assets) (Enter this section in addition to deletion section above)

Description	Manufacturer	Model	Location (for pickup)	Condition of Surplus

## Additional comments

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	Department#	
Prepared by	Ext#	Date

Forward to: Property Ctrl. Bldg 01-6025 Ext 4933  
E-mail: [jfmcto@rit.edu](mailto:jfmcto@rit.edu) Fax: 5583

Also, if surplus equipment, forward to: Rec./Ship Bldg 99 Ext 2124  
E-mail: [dlappa@rit.edu](mailto:dlappa@rit.edu) Fax: 7332

\* The optional information can help with inquiries, reports, and physical inventories. The serial# is highly recommended since it is a unique identifier in case the tag# is lost.