



SOUTHEAST MISSOURI
STATE UNIVERSITY · 1873

Southeast Missouri State University Request for Change in Accountability

This form must be completed in its entirety and returned to the Purchasing Department at MS3280 or emailed to purchasing@semo.edu. Failure to complete all sections may result in form being returned without being processed. Please type or print clearly.

The transferring department must complete the following questions for all of the items listed below. If the answer to any of the questions is "yes", please contact Purchasing for instructions.

- Yes No Is any item known OR suspected to contain radioactive or hazardous material?
- Yes No Was any item ever used or stored in a known OR suspected radioactively contaminated area?
- Yes No Is any item capable of producing ionizing radiation? (Does not apply to televisions and computer monitors.)

Item information: Up to 5 items may be included on this form as long as disposition of all items is the same.

Inventory Tag Number	Description (Manufacturer/Model)	Serial Number	Location (Building/Room)

Disposition of item(s):

- _____ Surplus to our needs.
- _____ Being transferred (receiving and transferring department must complete below information).
- _____ Stolen/lost. Copy of police report must be attached.

Transferring

Receiving

Department/Mail Stop:		
Organization (Index):		
Financial Manager Name:		
Financial Manager Signature:		
	Financial Manager	Financial Manager

Purchasing	Updated by: _____	Date: _____
Facilities Management	Transferred by: _____	Date: _____

Distribution: Purchasing - Original	Transferring Department - Copy	Receiving Department - Copy
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