

Department Equipment Transfer Request Form Instructions

This form is used for transferring assets from one Department to another. Here is the link:
<https://www.niu.edu/facilities/pdf/department-transfer-form.pdf>

The form can be initiated by either the Current or Receiving Department's Responsible Officer.

Whoever initiates the transfer should fill in both Sections of the Form – the "Transfer From" Section and the "Transfer To" Section. This includes Department Name, Sector, and Responsible Officer name. If you do not know the Sector or Responsible Officer of the Department, please contact [Property Control](#) or check the Responsible Officer query in PeopleSoft (NIU_AM_PI_RESP_SECND_OFFICERS).

The NIU Tag# and Description columns should be filled in. The New Building and New Room# columns should be added by the Receiving Department to ensure accuracy of equipment location.

When the originator of the form has completed filling in the form, they should add their digital signature (or handwritten signature and date). The form should then be emailed to the other Department's Responsible Officer for their signature (digital -or- handwritten and date). Signing the form signifies the Responsible Officers' approval of the transfer of assets and confirms their Sector number and the equipment's' new location.

To digitally sign the form, you must have a version of Adobe Acrobat. Right click on the red tab in the appropriate signature box, then click on "Sign Document". You may be prompted to select a signature or to enter your digital signature password.

Email the completed form to Property_Control@niu.edu