Tracking your equipment
Part 2
Department to department transfers

Relocating equipment outside your department

Step 1
Fill out the AM transfers form (located on the Financial Operations website)

Step 2
Coordinate with the receiving department

Step 3
Send the form and acceptance email from the receiving department to amtransfers@umich.edu

Step 4
Financial Operations will financially transfer the equipment to the new department

Step 5
Coordinate the physical movement of equipment to the new department

The importance of location

Following appropriate processes for transferring equipment ensures the transferring department has the equipment removed from their inventory listing, and the receiving department has the equipment added to theirs. It is critical to ensure the inventory is correct for proper accountability.

Questions?

property.info@umich.edu