The Chancellor

**ADMINISTRATION  
Department IV – Financial Services, Research Support**

**Admin. Division IV/4 - Controlling**

**Inventory Management**

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To

Inventory Management

## Admin. Division IV/4 - Controlling

**Notification of changes and transfers**

Item number(s)

Cost center / organizational unit

Should you need more space, please attach another sheet. It is **not necessary** to use separate forms for different items.

**Please tick the relevant box**

Transferred within the university to the cost center:

Cost center identifier:

Signature of the head of the new cost center: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Planned sale or return

(after agreement with Inventory Management):

Scrapping

Please only forward to Admin. Division V/4   
**after** disposal by Admin. Division V/5

Admin. Division V/5 - disposed of appropriately: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signature

Returned to the Computer Center \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please only forward to Admin. Division V/4 Date Signature  
after the Computer Center has signed

Theft

Reference number of the police report (include a copy):

Destroyed / damaged / lost

Is there a person responsible who is obliged to replace the item(s):  yes  no

Other user / location

Details of new user / location

|  |  |
| --- | --- |
| Click or type to enter a date.  Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of the head of the cost center |