



AMHERST COLLEGE

Federally Funded Equipment Transfer and Disposal Form

To assist in an accurate inventory of equipment, this form is filed with the Controller's Office when any equipment purchased with federal funds has been transferred or disposed of (sold, discarded, destroyed, or in any way removed from the College).

Equipment Description: _____

Serial Number: _____ Model Number: _____

Equipment Tag Number: _____ Location of Equipment: _____

Date Transferred/Disposed: _____

Type of Disposal:

Transfer Sale Discard Destroy Other: _____

Reason for Transfer/Disposal: _____

If item has been sold, please provide the following information:

Sold to: _____

Proceeds: \$ _____
Please attach check to this form

Name (print): _____ Department: _____

Signature: _____ Date: _____

To be completed by the Controller's Office:

Acquired Date: _____

Remaining Asset Life: _____

Amount Written Off: \$ _____

Project Number: _____

Signature: _____ Date: _____

CFR 200 (section 200.313 Equipment) requires that a physical inventory of equipment purchases with federal funds be taken and reconciled at least once every two years. Amherst College must comply with this circular for all processes involving federal grants.