Instructions on the use of Asset Update Form:

1. Asset Update form must be completed by the department requesting any changes to taggable assets: Release, Surplus, Trade-in, Damaged, Transfer, Move location, Loan Property, Other...
2. It is the responsibility of the department to which the asset is assigned for the initiation and completion of this form (including transfer acknowledgements).
3. Interdepartmental transfers require signature from both “FROM” and “TO” departments.
4. Surplus items require Facilities/Construction Management Personnel signature to acknowledge receipt of items for auction.
5. Update locations if interdepartmental transfers result in change of location.
6. Updates will not be processed unless all required information, authorizations and acknowledgements have been provided.

PLEASE PLACE AN “X” on one of the following transaction types: (use only one transaction type per form)

<table>
<thead>
<tr>
<th>Section A</th>
<th>Section B</th>
<th>Section C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surplus-Work Order issued. Moves &amp; Events Department to pickup to warehouse</td>
<td>Change in Building/Room/Location</td>
<td>Cannibalized/Damaged Property</td>
</tr>
<tr>
<td>Release to IT Tech Services</td>
<td>Traded-In (Please provide documentation)</td>
<td>Missing Property (Attach Form 74-194 &amp; Questionnaire)</td>
</tr>
<tr>
<td>Fabrication Property</td>
<td>Missing Property (Attach Form 74-194 &amp; Questionnaire)</td>
<td>Stolen Property (Attach Form 74-194 &amp; UH Police Report)</td>
</tr>
<tr>
<td>Cannibalized/Damaged Property</td>
<td>Other (attach supporting documents)</td>
<td></td>
</tr>
</tbody>
</table>

[Section A] - SURPLUS-MOVE/TRANSFER FURNITURE AND EQUIPMENT TO SURPLUS WAREHOUSE. (Requires Environmental Health and Safety: Yes ___)

Does the equipment require the review of Environmental Health and Safety? If Yes, please attached a Laboratory Equipment Safety Clearance Form for each piece of equipment with departmental equipment information. EHS review and signature will be obtained by Property Management and Facilities Management.

Cost Center to be used for work-order

[Section B] - TRANSFER OF DATA PROCESSING EQUIPMENT (DPU’s)

I certify that all confidential and security sensitive information, including all licensed software and data files, have been removed from the data processing equipment identified.

Data Removed By: __________________________ Name of the Person __________________________

Date of Removal: __________________________

Attach supporting documents with certified signatures

[Section C] - INVENTORY TAG ASSIGNMENT FOR FABRICATION

Name of Principal Investigator: __________________________

Item to be Constructed, Fabricated or Assembled: __________________________

Property Management Assigned: __________________________

* Tag Number: __________________________

Cost Center: __________________________

Estimated Completion Cost: __________________________

Date of Completion: __________________________
*The department MUST reference tag number on ALL requisitions related to purchases for this fabrication.*

<table>
<thead>
<tr>
<th>UH Tag #</th>
<th>Serial #</th>
<th>Asset Description</th>
<th>FROM Department ID</th>
<th>TO Department ID</th>
<th>FROM Location</th>
<th>TO Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>University of Houston</td>
<td>UH-Clear Lake</td>
<td>UH-Downtown</td>
<td>UH-Victoria</td>
</tr>
</tbody>
</table>

**FROM Department:**

- Department Name: 
- Name of Property Custodian: 
- Authorized Signature: (Department Property Custodian)
- College/Division Business Administrator: 
- Authorized Signature: (College/Division Business Administrator or Designee)

**TO Department:**

- Department Name: 
- Name of Property Custodian: 
- Authorized Signature: (Department Property Custodian)
- College/Division Business Administrator: 
- Authorized Signature: (College/Division Business Administrator or Designee)

**Attachments:**

- Required for Missing, Stolen, Lost, and transfer of DPUs

**Property Management Approval:**

- Date: 
- Signature: 

Asset Update Form

Revised 09/01/2022