

UNIVERSITY OF HAWAII
FORM INSTRUCTIONS
EQUIPMENT TRANSFER (FMIS-74)

PURPOSE: This form is used to record transfers of equipment.

DATA ITEM **COMPLETION INSTRUCTIONS**

Transfer actions affecting shaded fields must be submitted to Inventory Management for review and input. All other transfer action(s) shall be reviewed by the responsible fiscal officer(s) and input appropriately.

DATE Enter date form prepared.

T NUMBER Enter 3-digit FO code plus 3-digit sequentially assigned number after the "T". For the sequential number, use "000" through "999" and repeat the sequence as required.

ASSET NO. Enter 10-digit asset number from property record.

DECAL NO. Enter 5 or 6-character decal number assigned.

DESCRIPTION Enter description from property record.

COST Enter cost from property record.

TOTAL ITEMS* Enter total count of asset(s).

TOTAL COST Enter total cost of all asset(s) listed.

FROM:

BUILDING CAMPUS Enter 2-character building campus where the asset(s) are currently located.
BUILDING Enter 4 or 5-character building number where the asset(s) are currently located.
ROOM/FLOOR Enter room/floor data where the asset(s) are currently located (up to 6 characters).
OTHER LOCATION Enter other location data currently recorded for the asset(s) (up to 20 characters).
AVAILABILITY Enter 2-character availability code currently listed for the asset(s).
SL ACCOUNT CODE Enter 6-digit SL account code from which the asset(s) are being transferred.
ASSET FO Enter 5-digit FO number currently listed for the asset(s).
ASSET CAMPUS Enter current 2-character FMIS campus code for the asset(s).
OWNERSHIP/TITLE Enter current 1-character ownership code for the asset(s).
CUSTODIAN NAME Enter current custodian name as it appears on the property record.

SIGNATURES:

Signatures are required to acknowledge review and approval.

CUSTODIAN, DATE Signed and dated by the current custodian on record.
FISCAL OFFICER,
F.O. #, DATE Signed, F.O.# annotated, and dated by the current fiscal officer on record.

TO:

BUILDING CAMPUS Enter updated 2-character building campus for the asset(s).
BUILDING Enter updated 4 or 5-character building number for the asset(s).
ROOM/FLOOR Enter updated room/floor data for the asset(s) (up to 6 characters).
OTHER LOCATION Enter updated other location data for the asset(s) (up to 20 characters).
AVAILABILITY Enter updated 2-character availability code for the asset(s).
SL ACCOUNT CODE Enter 6-digit SL account code to which the asset(s) are being transferred.
ASSET FO Enter 5-digit FO number to which the asset(s) are being transferred.
ASSET CAMPUS Enter updated 2-character FMIS campus code for the asset(s).
OWNERSHIP/TITLE Enter updated 1-character ownership code for the asset(s).
CUSTODIAN NAME Enter updated custodian name.

SIGNATURES:

Signatures are required to acknowledge review and approval.

CUSTODIAN, DATE Signed and dated by the new custodian on record.
FISCAL OFFICER,
F.O. #, DATE Signed, F.O.# annotated, and dated by the new fiscal officer on record.