



The Research Foundation for
The State University of New York

PROPERTY STATUS CHANGE REQUEST

Operating Location: _____ Date: _____

Award Number	RF Asset Number	Description	Original Cost

Reason for Request:

Transfer title to SUNY: _____

Transfer title to another institution: _____

Return to sponsor: Date: _____ Sponsor: _____

Obsolete/scrap: _____

Sale of equipment: Date: _____ Gross sale amount: _____

Net proceeds from sale (gross sale amount less commissions, freight, fees, etc.): _____

Proceeds from sale of property posted to Award Number: _____

Note: For sale of RF Property, include a screen print of the asset from RAMI to this form and forward to the RF Finance Office.

Other: _____

Transfer Approvals:

PRINCIPAL INVESTIGATOR:	DATE:	DEPARTMENT CHAIRMAN:	DATE:
PROPERTY CONTROL COORDINATOR:	DATE:	RF OPERATIONS MANAGER:	DATE:

Note: At a minimum, this form should be approved by campus property control coordinator and RF Operations Manager or designee.