

FIXED ASSETS DEPARTURE CHECKLIST

University of Nebraska at Omaha

For faculty who are departing from UNO, it is important to accurately record and transfer any equipment or assets > \$5,000. The purpose of this document is provide guidance to administrators and faculty at UNO to assist with the transitions during departure.

Faculty Last Name _____	Faculty First Name _____
Departure Date _____	
UNO Department _____	UNO Administrator _____
Office Location _____	Lab Location (if applicable) _____
New Institution _____	
Asset Manager _____	
Contact Phone _____	Contact Email _____

Fixed Assets Checklist	Yes	No
1. Is the departing UNO faculty member bringing equipment or software to their new institution? <i>If yes proceed to question #2 AND complete table below. If no, please retain this form for records.</i>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the asset table below complete?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you obtained the depreciated purchase price? <i>If no, provide completed table below to unocontroller@unomaha.edu</i>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you completed a Bill of Sale? <i>If no, a bill of sale is required. Please complete Bill of Sale template attached to this document and send to unocontroller@unomaha.edu a minimum of 30 days before departure date.</i>	<input type="checkbox"/>	<input type="checkbox"/>

Asset Summary Table*						
UNO Tag #	Date of Acquisition	Original Purchase Price	Description	Manufacturer	Serial Number	Model

*Use the table on the second page if there are additional items beyond what fits in this table.

Other Notes or Considerations:

When assets are removed from campus, please notify unocontroller@unomaha.edu

Faculty Signature/Date	Department Signature/Date

