

UNIVERSITY of **HOUSTON** SYSTEM

**Asset Update Form  
Property Management**

University of **Houston**  
 UH-**Clear Lake**  
 UH-**Downtown**  
 UH-**Victoria**

**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)**

<input type="checkbox"/>

Surplus-Work Order issued. Moves & Events Department to pickup to warehouse-**[Section A]**  
 Release to IT Tech Services (Data Processing Equipment/s)-**[Section B]**  
 Fabrication Property-**[Section C]**  
 Cannibalized/Damaged Property  
 Transferred to another Department/State Agency

<input type="checkbox"/>

Change in Building/Room/Location  
 Traded-In (Please provide documentation)  
 Missing Property (**Attach Form 74-194 & Questionnaire**)  
 Stolen Property (**Attach Form 74-194 & UH Police Report**)  
 Other (**attach supporting documents**)

**[Section A] - SURPLUS-MOVE/TRANSFER FUNITURE 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: \_\_\_\_\_

Date of Removal: \_\_\_\_\_ Name of the Person

Attach supporting documentations  
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: \_\_\_\_\_

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\* The department MUST reference tag number on ALL requisitions related to purchases for this fabrication.

UH Tag #	Serial #	Asset Description	Department Transfer		Location Change			
			FROM DEPARTMENT ID	TO DEPARTMENT ID	FROM		TO	
					Building	Room	Building	Room

**FROM Department:** \_\_\_\_\_ **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)	Department Name: _____ Name of Property Custodian: _____ Authorized Signature: _____ (Department Property Custodian) College/Division Business Administrator: _____ Authorized Signature: _____ (College/Division Business Administrator or Designee)
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Property Management Approval:	Date: _____ Signature: _____	Attachments: Required for Missing, Stolen, Lost, and transfer of DPUs	
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