This form notifies the Cost Analysis unit of the Office of Grant and Contract Financial Administration (GCFA) when there is a change in the status of a piece of moveable equipment tagged “Property of Yale University”. This form is to be used for DELETIONS, CHANGES, and certain types of ADDITIONS.

All CHANGES (see below) should be accompanied with a copy of the appropriate page(s) from the department equipment listing (report MEIR014R, distributed biannually). If the Principal Investigator has left the University, please submit a copy of the list of moveable equipment s/he has transferred and approved by the Office of Grant and Contract Administration. Do not use this form to make additions to your inventory that was obtained through Yale’s normal purchasing procedures. The ADDITIONS portion of this form is only intended for gifts and transfers (e.g., research awards with accompanying moveable equipment) from other institutions. If any purchases do not appear on your listing, please call the Cost Analysis unit of GCFA at 7-7033 or email mei.admin@yale.edu.

Department and Org #: __________________________________________
Date of Occurrence: ____________________________________________

☐ 1. DELETION – List tag number(s) and check off the reason for deletion using the codes at the bottom of this page.

<table>
<thead>
<tr>
<th>Tag Number</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
</table>


*Please note that if traded in or sold is checked, the dollar amount should be noted. $__________________.

☐ 2. CHANGE – Attach a copy of the page(s) from the department listing showing corrected department, jurisdiction, and/or location. Note: Indication of a new department always requires a corrected jurisdiction.

☐ New Department (attach page(s))
☐ New Jurisdiction (attach page(s))
☐ New Location (attach pages – indicate building, floor and room)

☐ 3. ADDITION – Untagged, gift or transfer, not purchased. Equipment transferred to the University from another entity with a determined value greater than or equal to the capitalization threshold must be tagged and entered into MEI. Please list all equipment on FR.02B (second tab of workbook). Contact mei.admin@yale.edu or 203-737-7033 with any questions.

Approved By: __________________________ Name: __________________________ Signature: __________________________ Date: __________________________

Title: __________________________ Phone Number: __________________________

**DELETION CODES**
1. Returned
2. P.I. Left
3. Traded in*
4. Discarded
5. Stolen
6. Sold*

Questions? Contact mei.admin@yale.edu

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