



Form 4209 FR.04

Moveable Equipment Transfer/Release Form

Revised 3/27/2024

PI Information			
PI Name:		Date:	
New Institution:		Date PI Departure:	

List Equipment PI is Requesting					
Yale MEI Asset Identifier / Tag Number	Description of Item	Acquisition Date	Funding Source	Federal or Non-Federal	*Current Ownership of Title (Yale, Sponsor, Unknown)

Requestor Signature			
PI Signature:		Date:	

Approval Signatures			
Department Chair:		Date:	
Provost (or representative):		Date:	

\*If equipment was purchased on a federally sponsored award, please reference Policy 4209 *Moveable Equipment* (section 4209.6 Transfer and Disposal of Moveable Equipment).

\*If equipment was purchased on a non-federal sponsored award, please reference the award agreement to determine their policies regarding equipment titles.

Please forward the completed form and/or questions to the Capital Asset Accounting team at [mei.admin@yale.edu](mailto:mei.admin@yale.edu) and keep the original for your records.