



PI Information			
PI Name:		Date:	
New Institution:		Date PI Leaving:	

List Capital 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)

Requester Signature			
PI Signature:		Date:	

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

*If capital equipment was purchased on a federally sponsored award, please reference Policy 4209 *Equipment* (section 4209.3 Transfer, Release or Sale of Equipment).

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

Please forward the completed form and/or questions to the Controller's Office via email to mei.admin@yale.edu & keep the original for your records.