

**Caltech** Property Services  
**Equipment Transfer Certification Form**  
(This form is to be used for transfers of equipment among Caltech sites)

**Equipment Information**

Tag Number: \_\_\_\_\_ Asset Number: \_\_\_\_\_

Description: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Model: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Acquisition Cost: \_\_\_\_\_

Acquisition Date: \_\_\_\_\_

Ownership: \_\_\_\_\_

**Equipment Transfer Information**

Date of Transfer: \_\_\_\_\_

New Location: \_\_\_\_\_ Previous Location: \_\_\_\_\_

New Department: \_\_\_\_\_ Previous Department: \_\_\_\_\_

New PI/Caretaker: \_\_\_\_\_ Previous PI/Caretaker: \_\_\_\_\_

For the equipment described above, I certify that:

1. I am the person with authority to make [final] decisions regarding this equipment, and have knowledge of the status of the equipment.
2. This equipment has officially been transferred responsibly as indicated above. The new PI/Caretaker will be expected to promptly notify Property Services if and when this equipment is transferred, retired, donated, traded, sold, e-Wasted, cannibalized, or not in use. The transfer was completed at no cost to any federal award.

Additional Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Sending Group**

PI Name:

Signature:

Div. Admin Name:

Signature:

Date:

**Receiving Group**

PI Name:

Signature:

Div. Admin Name:

Signature:

Date: