

Scenario	What To Do
Equipment location has changed <ul style="list-style-type: none"> • Department moves • Building or room renovations 	<ul style="list-style-type: none"> • If Department owner <i>has not</i> changed, use Asset Panda • If Department owner <i>has</i> changed, use the form “Transferring Equipment Between Departments” on the Inventory Control website
Equipment is replaced by the vendor, or comes back from being repaired with the tag missing	Notify Inventory Control – a replacement tag will be issued
Equipment is traded in when purchasing new equipment	Note the tag number clearly on the requisition (In Item Description is best)
A vendor is used to dispose of the equipment	Send an email to Inventory Control. Indicate the reason why a vendor was used.
Employees leaving the department, or leaving UConn (Professors, PI’s, Staff, Grad Students, etc.)	<ul style="list-style-type: none"> • If a PI is bringing equipment to a new institution, follow Equipment Transfer procedures • Make sure all equipment assigned to the employee is accounted for and updated/reassigned
Equipment is lost, damaged or stolen	Complete the Accountability Form C-1. If stolen, contact UConn Police
Equipment no longer needed by department; not functional	Use Asset Panda to surplus the equipment. <i>Do not throw it away!</i>