

University of Toronto

Research Equipment Deletion Advice Form

The following equipment, purchased under a research award, is to be transferred
to _____ on or about _____
(Name of Canadian University) (Effective Date)

	Quantity	Item	Reference Number	Model Number	Serial Number
1					
2					
3					
4					
	Present location Building & Room Number		Date Purchased		Original Cost
1					
2					
3					
4					

(Additional supporting data should be appended to this form)

Requested by: _____
Signature Department Date

Recommended: I hereby confirm that transfer of the above equipment will not interfere with
the ongoing research of this division, and recommend its approval.

Signature Title (Principal, Dean, Director) Date

Authorized Approval by one of the following:
(1) _____ Vice-President & Provost _____
(2) _____ Vice-Provost, Research & Associate Provost _____
(3) _____ Chief Financial Officer _____
Signature Title Date

After final approval, send one copy to the Capital Accountant, Financial Services Department