

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:
(1) _____ Vice-President & Provost _____
OR _____ Vice-Provost, Research & Associate Provost _____
(2) _____ Chief Financial Officer _____
Signature Title Date

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