

Equipment Inventory Modification Request – Other (Form EIMR-Other)

CAM Use Only - EIMR Ref #:



Equipment Custodians: Complete and submit this form for changes to University equipment assigned to your Custody Code(s). Refer to [Equipment Custodian Guide](#) for more information. If the equipment was **purchased using extramural funds**, you **must receive prior agency approval** to ensure your changes are within policy.

Section I – List Equipment Information

Equipment Identification – Enter **all available details** for the affected equipment below:

Property/Tag #	Description	Serial #	Bldg (CAAN)	Room #	Notes

Section II – Justification & Additional Information

*** Attach any supporting documents**

Section III – Contact Information and Approvals

Enter contact details for the person who has physical access to the equipment related to this request:	Contact Name	Phone Number	Email

Custodian Name	Custodian Signature (required)	Date

Additional Approvals (if necessary)

Department Head (and Title)	Signature	Date

Obtain all required signatures and email submission along with any other required documents to Capital Accounting: CapitalAccounting@ucsf.edu.

CAM USE ONLY

Approved by CAM Representative Name	Signature	Date
Intercampus Representative	Signature	Date