



Universität Regensburg

The Chancellor

ADMINISTRATION
DEPARTMENT IV – Financial Services, Research Support
ADMIN. DIVISION IV/4 - Controlling
Inventory Management

To
Inventory Management
Admin. Division IV/4 - Controlling

Roland Poch
Telephone +49 941 943-3309
Julia Weitzer
Telephone +49 941 943-5513

Notification of changes and transfers

bestandsverwaltung@ur.de
Fax +49 941 943-5542

Item number(s)

Cost center / organizational unit

Should you need more space, please attach another sheet. It is not necessary to use separate forms for different items.

Please tick the relevant box

Transferred within the university to the cost center:

Cost center identifier:

Signature of the head of the new cost center:

\_\_\_\_\_

Planned sale or return
(after agreement with Inventory Management):

Scrapping
Please only forward to Admin. Division V/4
after disposal by Admin. Division V/5

Admin. Division V/5 - disposed of appropriately:

Date Signature

Returned to the Computer Center
Please only forward to Admin. Division V/4
after the Computer Center has signed

Date Signature

Theft
Reference number of the police report (include a copy):

Destroyed / damaged / lost
Is there a person responsible who is obliged to replace the item(s):
yes no

Other user / location
Details of new user / location

Date

Signature of the head of the cost center