

## Service Center Equipment Reserve Funds Transfer

Service Center Name: \_\_\_\_\_

Affiliated Department: \_\_\_\_\_

Equipment Reserve Account Number	Current Account Balance	Amount To Be Transferred
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***Per UAB's Service Center Procedures: "Transfers out of these [equipment] reserves to other unrestricted accounts may be made to the extent that these funds are not needed for future service center equipment purchases."***

### **Approval Signatures:**

By signing below, I/we acknowledge and understand that those responsible for the above-referenced service center account have chosen to transfer funds out of the service center's equipment reserve account. These funds are the accrued total of monthly depreciation costs for all equipment affiliated with the service center. Transferring funds out of this reserve account reduces the amount of money that will be available for equipment replacement should the need arise.

Responsible Person: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_