

University of South Carolina
Capital Lease Update Request Form

Instructions for the University of South Carolina Capital Lease Updated Request Form.

1. Fill in the date form is completed.
2. Fill in the name of the department where the lease is currently assigned.
3. Fill in the phone number of the individual in the current department that is initializing this form.
4. Fill in the name of the Department Head, Dean, or Vice President with the current department that will be signing off on this action.
5. Obtain the signature of the Department Head, Dean, or Vice President with the current department for approval.

6. Fill in the Lease Number from the inventory listing. This number begins with 'LA' followed by 10 digits.
7. Fill in the address of the leased property, if the lease is for real property.

8. Fill in the full chartstring where the lease is currently assigned.
9. Fill in the full chartstring where the asset will be assigned going forward.
10. Fill in the allocation of the lease payment to this chartstring. This is for leases that are split between multiple chartstrings and may not be needed for all leases.

Please complete additional forms or attach an addendum with identical information from the form for updates that require more rows than the form provides. The Asset Update Form will be returned to your department if the appropriate areas have not been filled in.

11. Please submit any comments related to lease updated as needed.

Send completed form to:
Asset Management Team, USC Controller's Office
PHYSINV@mailbox.sc.edu