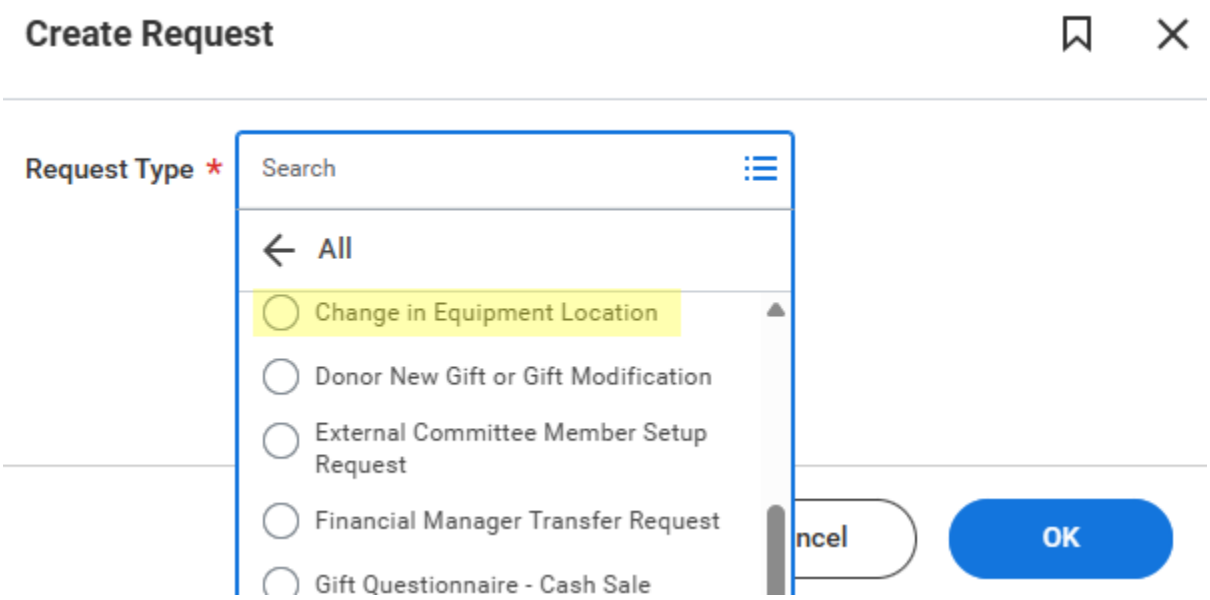
Change in Capital Equipment Location –

Report any capital asset location changes using the Change in Equipment Location Form through “Create Request” in Workday –



Once the Change in Equipment Location form has been selected, complete the requested information and submit. Once the task has been completed by the staff in the Office of Plant Funds you will receive a return notification in your Workday inbox.