



Save this file first. Include your department's org number in the file name.

- 1) Changes are necessary in KFS for capital assets assigned to your unit, and
- 2) Your unit-assigned Role 6 CAM Processor is not able to make the changes in KFS.

****This form is only required if the Role 6 CAM Processor cannot complete the KFS asset changes.***

[illegible]

MICHIGAN STATE
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If you have any questions, please contact the Capital Asset Management team at (517) 884-6081 or camhelp@msu.edu.