EQUIPMENT TURN IN / WORK ORDER REQUEST FORM

This form is used to update departmental inventories by removing, adding, or updating items within departmental responsibility. It also initiates a work request to move items from the initiating department’s location to the Property Control Warehouse.

If you are turning in a computer or laptop, please contact your TSP for assistance with the disposal of data. Certification for compliance with the OCCS Disposal of Data Compliance Procedure is required below and all computer equipment listed shall indicate the method of data disposal used.

FROM:

Initiating Department:
Budget Code: ____________________________
Contact Person: __________________________
Date: _______ Phone: ______________________
Location: Bldg: _______ Rm: ________________

For change in equipment status please check one of the following blocks:

☐ Turned in to Property Control
☐ Work Order Request

TO:

Property Control

Contact Person ____________________________
Initiating Dean, Department Chair, Director, Supervisor

Receiving Warehouse Technician __________________ Date __________________

Property Control Supervisor __________________ Date __________________

Initiating department: Retain one copy, forward one copy to Property Control. Property Control will forward a copy to Work Management if a work request is required.