## OLD DOMINION UNIVERSITY PROPERTY CONTROL PH 683-4810 / FAX 683-5108 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:		TO:				
Initiating Department: Budget Code: Contact Person: Date: Location: Bldg:	Rm:	- - - -	perty Contr			
For change in equipmer  Turned in to Property C	-	check one of the	e tollowing bloc	cks:		
☐ Work Order Request	Ontrol					
Quantity & Description of Items	Tag #	Serial #	Model / Mfg	Operable /	Condition*	Data Disposa Method*
*Condition of Equipment: New, o **Method of Data Disposal for Co State & University Policy	Good, Fair, Poor, Scr omputer Equipment:	ap (1) Hard Drive Removed	d (2) Memory Remov	ed (3) Hard Driv	e Cleaned to M	leet
I hereby certify that the al	oove is a true an	d complete staten	nent regarding th	nis request.		
Contact Person		Initiating Dean, Department Chair, Director, Supervisor				
		Receiving Warehouse Technician		Date		
		Property Control Sup	pervisor	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.