

**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

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:

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

Turned in to Property Control

Work Order Request

Quantity & Description of Items	Tag #	Serial #	Model / Mfg	Operable / Inoperable	
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**Condition of Equipment: New, Good, Fair, Poor, Scrap*

***Method of Data Disposal for Computer Equipment: (1) Hard Drive Removed (2) Memory Removed (3) Hard Drive Cleaned to Meet State & University Policy*

I hereby certify that the above is a true and complete statement regarding this request.

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.