

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 ITS current [Hardware Disposal Procedure](#) and [IT Asset Control Standard](#) 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: _____

TO:

Property Control

Ph: 683-4810

Email: procurement@odu.edu

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	Condition*	Data Disposal Method**

**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: _____
Department's TSP
Date

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

 Print
 Contact Person

 Sign

 Print
 Initiating Dean, Department Chair, Director, Supervisor

 Sign

 Property Control Staff

 Date

 Property Control Supervisor

 Date

Submit completed form to procurement@odu.edu. Property Control will work with Work Management if a work request is required.

TO BE COMPLETED BY PROPERTY CONTROL:

SUR: _____