

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. For equipment and furniture associated with ODU institutional physical records (e.g. filing cabinets, desks with filing drawers, etc.), please ensure that drawers are empty.

<p>FROM: Initiating Department: Budget Code: _____ Contact Person: _____ Date: _____ Phone: _____ Location (Bldg.): _____ Rm: _____</p>	<p>TO: Property Control Ph: 683-4810 Email: procurement@odu.edu <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div></p>
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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 (Print) Department's TSP (Signature) Date

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

Print	Sign	Print	Sign
Contact Person		Initiating Dean, Department Chair, Director, Supervisor	

Property Control Staff	Date	Property Control Supervisor	Date
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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: _____