

**OLD DOMINION UNIVERSITY  
PROPERTY CONTROL PH 683-4274 / FAX 683-5108  
EQUIPMENT TURN IN / TRANSFER / 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 one location to another.

**FROM:**

**TO:**

<b>Initiating Department:</b>	
Budget Code: _____	
Contact Person _____	
Date: _____ Phone _____	
Location: Bldg _____ Rm _____	

<b>Receiving Department:</b>	
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       Transferred to another location / department

Lost       Stolen       Other

ODU TAGGED EQUIPMENT CANNOT BE ISSUED WITHOUT:  
BUDGET CODE: \_\_\_\_\_ POSITION #: \_\_\_\_\_

**\*Attach Police Report if Stolen**

Description of Items	Tag #	Serial #	Model / Mfg	Condition

Condition: New, Good, Fair, Poor, Scrap

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

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Initiating Dean, Department Chair, Director, Supervisor

\_\_\_\_\_  
Receiving Contact Person  
Position # \_\_\_\_\_

***Equipment Bearing An ODU TAG Cannot Be Issued Without Referencing A Budget Code And Position Number.***

\_\_\_\_\_  
Property Control Supervisor

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.