**WILLIAM & MARY and VIRGINIA INSTITUTE OF MARINE SCIENCE**

**Equipment Transaction Requested: Surplus & Room Changes**

**Department Information:**

|  |  |
| --- | --- |
| Date | February 13, 2019 |
| Requestor’s Name |  |
| Department |  |
| Banner Index |  |
| Email |  |
| Phone |  |
| Department Head/Fixed Asset Manager Name |  |
| Signature (Department Head/Fixed Asset Manager) |  |

**Equipment Location:**

|  |  |  |
| --- | --- | --- |
| Building | Floor | Room |
|  |  |  |

**Equipment Transaction Requested:**

|  |  |
| --- | --- |
|  | Removed to SURPLUS |
|  | STOLEN/MISSING (**Attach Police Report**) |
|  | DESTROYED (attach explanation) |
|  | LOST (attach explanation) |
|  | LOCATION CHANGE (see below) |
|  | TRANSFER (Between Department) |

**EQUIPMENT DESCRIPTION AND TRANSACTION DETAIL (attach additional sheets as necessary)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Asset Tag # | Equipment Description | Serial # | Condition | Date Acquired | Data Removed By |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

**Location Change:**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | FROM | TO |
|  | Building Change |  |  |
|  | Room Change |
|  | Lab/Field Site Change |
|  | Employee’s Home (provide name, address, signature, and date) | Name: |
| Home Address: |
| Signature: |
| Date: |

**TRANSFER:**

Transferred to department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ACKNOWLEDGEMENT/ACCEPTANCE OF TRANSFER**Phone #*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Receiving Department Signature / Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Property Control Use Only**

|  |  |  |
| --- | --- | --- |
| Date Transaction Form Received | Equipment Removal Approved | Date Equipment Removed |
|  |  |  |

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: February 13, 2019

**EQUIPMENT DESCRIPTION AND TRANSACTION DETAIL (attach additional sheets as necessary)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Asset Tag # | Equipment Description | Serial # | Condition | Date Acquired | Data Removed By |
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