

THE COLLEGE OF WILLIAM AND MARY and VIRGINIA INSTITUTE OF MARINE SCIENCE
EQUIPMENT TRANSACTION FORM

DEPARTMENT INFORMATION

EQUIPMENT LOCATION

PROPERTY CONTROL USE ONLY

DATE: _____ ACCOUNT #: _____
 REQUESTOR'S NAME: _____
 DEPARTMENT: _____
 CAMPUS ADDRESS: _____
 PHONE #: _____

BUILDING: _____
 FLOOR: _____
 ROOM: _____

DATE TRANSACTION FORM RECEIVED: _____
 EQUIPMENT REMOVAL APPROVED: _____
 DATE EQUIPMENT REMOVED: _____
 FREON REMOVED BY: _____
 FREON REMOVAL DATE: _____

SIGNATURE: _____
 (Dept. Head or Property Administrator)

NOTE: A fee will be assessed by CWM Facilities Mgt
 for moves performed by CWM Moving & Hauling.

EQUIPMENT TRANSACTION REQUESTED

_____ LOCATION CHANGE/MOVE _____ REMOVE TO SURPLUS _____ TRANSFER (Between departments; Complete Line "A" below)
 _____ Building Change _____ REQUEST FOR SURPLUS _____ TRANSFER (Between state agencies/Other; Complete Line "B")
 _____ Room Change _____ STOLEN/MISSING (Attach Police Report) _____ TRADE-IN (Remove and return property tag with this form)
 _____ Lab/Field Site Change _____ DESTROYED (Attach explanation)
 _____ Employee's Home _____ LOST (Attach explanation) **NOTE:** DATA REMOVAL (Request Data Removal Certification Tags to be placed on equipment from Property Control)
 (Must provide name & home address)

EQUIPMENT DESCRIPTION AND TRANSACTION DETAIL (Attach additional sheets as necessary)

W&M/VIMS ASSET TAG #	EQUIPMENT DESCRIPTION	SERIAL #	CONDITION	DATE ACQUIRED	CERTIFICATION OF ELECTRONIC DATA REMOVAL		
					Data Removed By:	Method of Removal	Date of Removal
						___ Wiped ___ Degaussed ___ Destruction	
						___ Wiped ___ Degaussed ___ Destruction	
						___ Wiped ___ Degaussed ___ Destruction	
						___ Wiped ___ Degaussed ___ Destruction	

(A) DEPARTMENT TRANSFERRED TO: _____ ACCOUNT #: _____ CONTACT NAME: _____ PHONE#: _____

(B) AGENCY TRANSFERRED TO: _____ STATE SURPLUS TRANSFER DOCUMENT APPROVED: _____

ACKNOWLEDGEMENT/ACCEPTANCE OF TRANSFER

RECEIVER'S SIGNATURE /DATE: (Accountable Person) _____

EMPLOYEE'S SIGNATURE/DATE: _____