

(To Be Completed By Receiving Department When Transfer Is Between Departments)  
home)

(Signature of employee when equipment is to be located at the employee's home)

EQUIPMENT TRANSACTION FROM – CONTINUATION SHEET

***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	
						___ Wiped ___ Degaussed ___ Destruction	
						___ Wiped ___ Degaussed ___ Destruction	
						___ Wiped ___ Degaussed ___ Destruction	
						___ Wiped ___ Degaussed ___ Destruction	
						___ Wiped ___ Degaussed ___ Destruction	
						___ Wiped ___ Degaussed ___ Destruction	
						___ Wiped ___ Degaussed ___ Destruction	
						___ Wiped ___ Degaussed ___ Destruction	
						___ Wiped ___ Degaussed ___ Destruction	
						___ Wiped ___ Degaussed ___ Destruction	
						___ Wiped ___ Degaussed ___ Destruction	
						___ Wiped ___ Degaussed ___ Destruction	
						___ Wiped ___ Degaussed ___ Destruction	
						___ Wiped ___ Degaussed ___ Destruction	