## OLD DOMINION UNIVERSITY
### Research Foundation

*Property Control*
**Equipment Turn In / Transfer Request Form**

This form is used to update department inventories by removing, adding, or updating items within departmental responsibility.
**PLEASE RETURN FORM TO ODU RF**

**INITIATING** Dept._____ Phone #: _____

Purchase Order #: _____ Project / Object Code: _____

Contact Person: _____ Date: _____

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**RECEIVING** Dept._____

Budget Code: _____ Phone #:_____

Contact Person: _____ Date:_____

I wish to declare the following items be: *(must check one)*

☐ Turned into Property Control ☐ Transferred to another location / department

☐ Lost ☐ Stolen ☐ Other

| Items | Tag # | Serial # | Model / Mfg | Condition |
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**Condition:   New, Good, Fair, Poor, Scrap**
I hereby certify that the above is a true and complete statement regarding this request.

_____
Initiating Contact Person

_____
Initiating Director, Supervisor (Principal Investigator)

_____
Receiving Contact Person

_____
Property Control Supervisor                                    Date