

NOTIFICATION OF RELOCATED EQUIPMENT

Submit to: DATA MANAGER:

FAX: 445-0926

Wilkes Building ISPE

UPDATE FOR INVENTORY DATABASE ONLY

MOVED FROM: Current Location :

MOVED TO: New Location:

Building:

Building:

Floor /Area:

Floor /Area:

Room #

Room #

Primary User

Primary User

Phone #

Phone #

CPU

Monitor

Printer

Laptop

Other

Manufacturer

Model #

EDP #

CSH #

Dell: Green Tag #

Serial #

NOTIFY YOUR PROPERTY CONTROL OFFICER** SEND COPY TO CENTRAL PROPERTY CONTROL**

Comments:

Completed By:

Date: