

CHANGE EQUIPMENT LOCATION/CUSTODIAN FORM

Print, complete and return to:

UMASS Dartmouth Property Control-Use Interoffice mail: Property Control/ Receiving Power Plant or email to propertycontrol@umassd.edu

Requestor's Name: _____ Department Name: _____ Dept ID #: _____

Tag #	Item Description/Serial #	New Location (Bldg/Rm)	New Dept Name	New Dept. #	New Custodian	Custodian Sub Category**** IT equipment only

***Please choose one: *CompLab*: located in a student lab, *Lab*: used in research labs, *FILP*: faculty instructional laptop, *Student*: assigned to students, *Loaner*: Loaner Computer, *Dept*: dept workstation, *PTVL*: part-time visiting lecturer, *Primary*: used on a daily basis

I affirm that I have removed all data and files from any computer changing departments

(Current Dean/Dept Head/Director-Print)

(Signature)

Date: _____

(New Dept. Dean/Dept Head/Director-Print)

(Signature)

Date: _____

Property Control Dept Use Only

Date Completed: _____

Initials: _____