

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 _____
(Signature) (Date)

(Current Dean/Dept Head/Director-Print) (Signature) Date: _____

(New Dept. Dean/Dept Head/Director-Print) (Signature) Date: _____

Property Control Dept Use Only Signature: _____ Date Completed: _____