**WILLIAM & MARY and VIRGINIA INSTITUTE OF MARINE SCIENCE**

**Equipment Transaction Form: Requesting Items from Surplus**

**Department Information:**

|  |  |
| --- | --- |
| Date | January 24, 2019 |
| Requestor’s Name |  |
| Department |  |
| Email |  |
| Phone |  |
| Signature |  |

**Move to Location**: (A fee will be assessed by CWM Facilities Management for moves performed by CWM Moving & Storage.)

|  |  |  |  |
| --- | --- | --- | --- |
| Banner Index | Building | Floor | Room |
|  |  |  |  |

**Equipment Transaction Requested from Surplus:**

|  |  |  |
| --- | --- | --- |
| # of Items Requested | Equipment Description | Found |
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**Property Control Use Only:**

|  |  |  |  |
| --- | --- | --- | --- |
| Date Transaction Form Received | Equipment Removal Approved | Date Equipment Removed | Date Added to Wish List Document |
|  |  |  |  |