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

**Wireless Equipment Surplus Transaction Form**

**Department Information:**

|  |  |
| --- | --- |
| Date | January 24, 2019 |
| Requestor’s Name |  |
| Department |  |
| Banner Index |  |
| Email |  |
| Phone |  |
| Department Head/Fixed Asset Manager Name |  |
| Signature (Department Head/Fixed Asset Manager) |  |

**Equipment Transaction (check one):**

|  |  |
| --- | --- |
|  | Removed to SURPLUS |
|  | STOLEN/MISSING (**Attach Police Report**) |

**EQUIPMENT DESCRIPTION AND TRANSACTION DETAIL (attach additional sheets as necessary)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Equipment Description | Serial # | Condition | Date Acquired | Data Removed By |
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**Location Change:** Site Change

|  |  |  |
| --- | --- | --- |
| Transferred to Agency | Contact Name | Phone # |
|  |  |  |

**ACKNOWLEDGEMENT/ACCEPTANCE OF TRANSFER**Phone #*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Receiving Agency Signature and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature and Date:

**Property Control Use Only**

|  |  |  |
| --- | --- | --- |
| Date Transaction Form Received | Equipment Removal Approved | Date Equipment Removed |
|  |  |  |

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: January 24, 2019

**EQUIPMENT DESCRIPTION AND TRANSACTION DETAIL (attach additional sheets as necessary)**

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| --- | --- | --- | --- | --- |
| Equipment Description | Serial # | Condition | Date Acquired | Data Removed By |
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