Northwestern State University Movable Property Transaction Request

o: Property Manager						
rom:	Date	: Ph	one No			
Property Custodian (Please Print)						
Description of Equipment	State Property	Serial No.	Current Lo	Room	New L	ocation Room
Description of Equipment	Tag No.		Bldg.	No.	Bldg.	No.
*** Upon approval will assistance be need	ded with move? (che	ck one)*** Yes	l l	No		
☐ Surplus ☐ Location Change ☐	Department Transfe	r 🗆 Dismantle	☐ Not Loca	ited/Mis	ssing	
· · ·	Other: (Explain)					
that the computer has been properly						
sanitized prior to being surplused.		I DA	A A			
equesting Department:			AA Account I	nuex: _		
equested By:		Date	e:			
Property Custodian or Designee This coeff	ion to be completed by	Droporty Control				
equest is: \square Approved \square Disapproved						
operty Control:		Date	e:			
erson Making Delivery/Pick Up:			Date:			
eceiving Department:			LPAA Account Index:			
eceived Bv:		Date	e:			
eceived By:Property Custodian or Designee						

^{*} Electronic media, as defined by Office of Technology Services IT-POL-1-04 Data Sanitization Policy, that are subject to surplus, transfer, disposal, or otherwise permanently leave the possession of a state agency or its agents, except for lawful purpose shall be sanitized in accordance with Office of Technology Services IT-STD-1-17 Data Sanitization – Standards and Requirements.