***ATTACH COMPLETED FORM TO OIT HELP DESK
(https://dcchelpdesk.dcc.edu/) PROPERTY CONTROL RELOCATION WORK ORDER. ****

OIT Help Desk
Work Order #:_____

Delgado
COMMUNITY COLLEGE

RELOCATION REQUEST FOR EQUIPMENT/FURNITURE

DATE: _____

TO: Property Manager

FROM: _____ / _____   **DEPT/DIVISION NAME**.:_____
Name of Department Head/Supervisor or Dean   initials

RELOCATE FROM: **RELOCATE TO**:

Dept//Div. Name: _____   Dept./Div. Name: _____

Property Location No.: _____   Property Location No.: _____

Bldg. _____ Room _____   Bldg. _____ Room _____

Returned to Property Control Office for disposal
Write Justification:
_____
_____

NO MORE THAN 10 ITEMS PER REQUEST – (submit additional request if needed)

Asset Description	Serial No. (if applicable)	State Tag No.
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

RELEASED BY: _____   _____   _____
PRINTED NAME   **SIGNATURE**   Date
(Do not print or sign until assets are released)

RELOCATED BY: _____   _____   _____
PRINTED NAME/   **SIGNATURE**   Date
(Do not print or sign until assets are received
Building Services or Maintenance use only

RECEIVED BY: _____   _____   _____
PRINTED NAME   **SIGNATURE**   Date
(Do not print or sign until assets are received)
Person receiving the assets

Form 1352/002 (01/16)