

INVENTORY CHANGE FORM

SECTION A – TRANSACTION IDENTIFICATION

Equipment Request: <input type="checkbox"/> Transfer <input type="checkbox"/> Disposal		Ticket Number:	
From (Asset Steward):		To (Asset Steward):	
From (Department Name):		To (Department Name):	
From (Building Name):		To (Building Name):	
From (Room/Location Number):		To (Room/Location Number):	
Device / Equipment Type(s):		Disposal Type / Instructions:	
<input type="checkbox"/> Desktop / Laptop Computer		<input type="checkbox"/> Cannibalized (Include explanation in Justification)	
<input type="checkbox"/> Furniture		<input type="checkbox"/> Casualty Loss (Include explanation in Justification)	
<input type="checkbox"/> Printer / Fax		<input type="checkbox"/> Gift / Donation (Include donor info in Justification)	
<input type="checkbox"/> Routers / Switches		<input type="checkbox"/> Lost / Missing Inventory (Include Explanation/Attach Police Report)	
<input type="checkbox"/> Server		<input type="checkbox"/> Returned for Replacement (Include Vendor info in Justification)	
<input type="checkbox"/> ShoreTel / Mobile Phone		<input type="checkbox"/> Sale or Trade-in (Include Vendor / Buyer info in Justification)	
<input type="checkbox"/> Tablets (i.e. iPads, surface pro)		<input type="checkbox"/> Stolen (Include Explanation/Attach Police Report)	
<input type="checkbox"/> Transportation Equipment		<input type="checkbox"/> Surplus to Warehouse	
<input type="checkbox"/> Other			
Sanitize Media (Clean Equipment for Transfer)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Data Type / Justification			
<input type="checkbox"/> Sensitive (Data that contains personal and/or confidential info)		<input type="checkbox"/> Non-Sensitive	
Justification (Required for ALL Disposal Types):			

SECTION B – EQUIPMENT IDENTIFICATION

Asset Tag Number	Building/ Room	Description	Make/Model	Serial #	Media Serial # (i.e. Hard Drives, Memory)

*Note: If additional space is needed, please include attachment "Section B Continued" Check here if "Section B Continued" is attached

As the "Asset Steward" listed above, by signing below you affirm that the media listed above and/or attached has been surrendered to the Office of Information Technology (OIT) or University Warehouse for system transfer sanitization or irreparable data destruction in accordance with Norfolk State University Procedures for Media Sanitization.

SECTION C – DEPARTMENT IDENTIFICATION

Originating Department		
Asset Steward Signature:	Phone No:	Date:
Approved by Department Head:	Phone No:	Date:
Office of Information Technology		
Data Cleared by OIT:	Phone No:	Date:
Receiving Department		
Received by:	Phone No:	Date:
By signing as, the Warehouse Employee below you affirm that the media listed above has been surrendered to the University Warehouse for irreparable data destruction according to Norfolk State University Procedures for Media Sanitization. The Warehouse Manager affirms that the warehouse employee is authorized to perform irreparable data destruction according to University Media Sanitization Procedures.		
Central Warehouse		
Picked-UP:	Date:	Dept. Staff: Date:

Destruction witnessed by: _____ **Date:** _____



INVENTORY CHANGE FORM (Section B Continued)

For OIT Use Only

Employee Name	Phone Number	Email Address	Department	Ticket Number

Complete this section if there is additional equipment

SECTION B – EQUIPMENT IDENTIFICATION (Continued)

Asset Tag Number	Building/Room	Description	Make/Model	Serial #	Media Serial # <small>(i.e. Hard Drives, Memory)</small>

Reset Form

STEPS TO DISPOSE OF EQUIPMENT WITH SENSITIVE DATA

- When you need to transfer or dispose of any device that contains sensitive data (computers, laptops, cell phones, tablets, etc.) the device must be sanitized by OIT before the asset transfer or asset disposal can be completed.
- Please follow the steps below to sanitize and dispose of any device that contains sensitive data:
 - Fill out an Inventory Change Form. Obtain the authorized signatures to approve the form.
 - Submit a client services help-desk ticket for surplus removal. On the MYSU website, search for OIT NSU Knowledge Base. Click on 'support request'. Enter your NSU username and password. Click on 'New Ticket' and fill out the following information: Building, Room, Phone, Alt Phone, Quantity/Type. Click 'Submit'.
 - Please note the contact information for the help desk is: (757)823-8678 or email to clientservices@nsu.edu.
 - An OIT technician will be dispatched to remove the hard drive and memory.
 - After OIT sanitizes the equipment, they will sign off on the Inventory Change Form.
 - Contact the warehouse by emailing Steve Thomas (spthomas@nsu.edu) or Kim Munday (kmunday@nsu.edu) and schedule a pick-up of the equipment.

INVENTORY CHANGE FORM INSTRUCTIONS

- Please note, the warehouse will not pick-up surplus equipment without the OIT signature on the inventory change form.
- The warehouse will send the final inventory change form to the fixed asset department.

For questions regarding client services help-desk tickets, call 757-823-8678 or email: clientservices@nsu.edu

STEPS TO DISPOSE OF EQUIPMENT WITHOUT SENSITIVE DATA

- Equipment that does not contain sensitive data (vehicles, athletic equipment, music equipment, etc) does not need to be sanitized by OIT.
- Please follow the steps below to dispose of equipment that **does not** contain sensitive data:
 - Fill out an Inventory Change Form. Obtain the authorized signatures to approve the form.
 - Contact the warehouse by emailing Steve Thomas (spthomas@nsu.edu) or Kim Munday (kmunday@nsu.edu) and schedule a pick-up of the equipment.

The warehouse will send the final inventory change form to the fixed asset department

INVENTORY CHANGE FORM INSTRUCTIONS

1. SECTION A – TRANSACTION IDENTIFICATION

- a. Equipment Request **‘Transfer’**
 - i. Select this box if you are transferring equipment from one NSU facility/department/location/floor to another NSU facility/department/location/floor.
 - ii. Fill out the transfer information, which includes: From asset steward, To asset steward. From department, To department. From Building, To Building. From Room/location, To Room/location.
 - iii. Device / Equipment Type(s) – Select the category that describes the equipment you are transferring.
 - iv. Sanitize Media - OIT/Media equipment will need to be sanitized before the transfer can be complete. Please check ‘Sanitize Media’ ‘Yes’ for the following device types:
 - a. Desktop / Laptop Computer
 - b. Printer / Fax
 - c. Server
 - d. ShoreTel / Mobile Phone
 - e. Tablets (i.e. iPads, surface pro)
 - v. Disposal Type / Instructions - not required to be completed when transferring an asset.
 - vi. Data Type / Justification
 1. Sensitive – Select this box if the equipment you are transferring contains sensitive and personal information. Sensitive data is any data of which can compromise the confidentiality, integrity and/or availability and could have a material adverse effect on NSU interests, the conduct of NSU programs or the privacy to which individuals

INVENTORY CHANGE FORM INSTRUCTIONS

- are entitled. Examples are: computers, laptops, tablets, mobile phones, servers, etc.
- 2. Non-sensitive – Select this box if the equipment you are transferring does not contain sensitive and personal information. Examples are: printers, fax machines, switches, routers, etc.
- 3. Justification is not required when transferring equipment.
- vii. Continue to Section B – Equipment Identification
- b. Equipment Request **‘Disposal’**
 - i. Select this box if you are disposing of an NSU asset.
 - ii. Fill out: From Steward. From Department. From Building. From Room/Location Number.
 - iii. Device / Equipment Type(s) – Select the category that describes the equipment you are disposing.
 - iv. Disposal Type / Instructions – Select the category that describes the equipment you are disposing. Include an explanation in the ‘Justification’ area.
 - v. Data Type / Justification
 - 1. Justification – An explanation is required for asset disposals.
 - vi. Continue to Section B – Equipment Identification.

2. SECTION B – EQUIPMENT IDENTIFICATION

- a. This section is required for both transfers and disposals.
 - i. Asset Tag Number – record the NSU asset tag/sticker number.
 - ii. Building/Room – record the NSU building and NSU room number that the asset will reside in when picked up by the warehouse.
 - iii. Description – record a brief description of the asset.

INVENTORY CHANGE FORM INSTRUCTIONS

- iv. Make/Model – record the make/model of the asset.
- v. Serial # - record the serial number of the asset.
- vi. Media Serial # - for OIT use only
- vii. If additional space is needed, please include ‘Section B Continued’ attachment.
- viii. Continue to Section C – Department Identification

3. SECTION C – DEPARTMENT IDENTIFICATION

- a. Originating Department
 - i. Asset Steward Signature, Phone Number and Date is required.
 - ii. Department Head Signature, Phone Number and Date is required.
- b. Office of Information Technology
 - i. Data Cleared by OIT, Phone Number and Date is required
- c. Receiving Department
 - i. Received By, Phone Number and Date is required
- d. Central Warehouse
 - i. Central Warehouse will complete this section.