

INVENTORY CHANGE FORM

SECTION A – TRANSACTION IDENTIFICATION

Equipment Request: **Transfer** **Disposal**

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 Services (ITS) or University Warehouse for system transfer sanitization or irreparable data destruction in accordance with Norfolk State University Procedures for Media Sanitization. The Information Security Officer (ISO) or designee affirms that the employee is authorized to surrender media to ITS for sanitization or University Warehouse for irreparable data destruction.

SECTION C – DEPARTMENT IDENTIFICATION

Originating Department		
Asset Steward Signature:	Phone No:	Date:
Approved by Department Head:	Phone No:	Date:
Information Technology Services		
Data Cleared by ITS:	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:

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 - ITS/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 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. Sanitize Media - ITS/Media equipment will need to be sanitized before the disposal can be complete. Please check ‘Sanitize Media’ ‘Yes’ for the following device types:
 - a. Desktop / Laptop Computer
 - b. Printer / Fax

INVENTORY CHANGE FORM INSTRUCTIONS

- c. Server
- d. ShoreTel / Mobile Phone
- e. Tablets (i.e. iPads, surface pro)
- v. Disposal Type / Instructions – Select the category that describes the equipment you are disposing. Include an explanation in the ‘Justification’ area.
- vi. Data Type / Justification
 - 1. Sensitive – Select this box if the equipment you are disposing 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 are entitled. Examples are: computers, laptops, tablets, mobile phones, servers, etc.
 - 2. Non-sensitive – Select this box if the equipment you are disposing does not contain sensitive and personal information. Examples are: printers, fax machines, switches, routers, etc.
 - 3. Justification – An explanation is required for asset disposals.
- vii. 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.
 - iv. Make/Model – record the make/model of the asset.
 - v. Serial # - record the serial number of the asset.
 - vi. Media Serial # - for ITS 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. Information Technology Services
 - i. Data Cleared by ITS, 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.