

# Computer Equipment Reassignment Form

Please fill out and submit to the I&TS Help Desk at [helpdesk@plu.edu](mailto:helpdesk@plu.edu)

This form is used to transfer assignment of a computers, monitors, and other computing equipment from someone who has left PLU or has changed positions to another employee. This information will allow us to have an accurate location and assignment information for our inventory, helping to expedite any service calls that might be placed to the Help Desk. If there is other pertinent or important information you wish to provide, please fill in the comments section at the bottom of this page.

If the computer and or monitor(s) are not the same as the former employee's configuration, please put in a Web Help Desk ticket with the details of what changes will be. If you have questions about filling out this form, please call the I&TS Help Desk at (253)535-7525.

Former Employee:

New Employee:

Full Time Employee:

Department:

Location (Building):

Room Number:

Phone Extension:

**Fill in the Bar Codes from the computer & monitor(s) assigned to the new employee**

Computer Bar Code Assigned:

1st Monitor Bar Code Assigned:

2nd Monitor Bar Code Assigned:

**Make any software changes, (moves), in the comments section below as well as any other notations we should know about for inventory purposes.**

Comments:

Submitted by:

Date:

Extension Number (for questions):