

OCIO PROPERTY TURN IN REQUEST

CONTACT NAME:

PTR NUMBER:

AGENCY: **DATE:**

							Internal Use Only	
Description	Manufacturer	Model Number	SERIAL NUMBER (REQUIRED)	TAG NUMBER Red Bar Code # (REQUIRED)	Agency/Division	Working (yes/no/unknown)	Business Unit	E1 Status
Example - Laptop	Hewlett Packard	ProBook 6470b	12345678	6501234	OCIO WAN	Yes		

filed highlighted in yellow are required