

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE PROPERTY RELOCATION / TRANSFER FORM

This form is for inventory purposes only and is to be used when the department:

- Moves an item of equipment from one area of the department to another
- Transfers an item of equipment from one department to another
- Takes an item of equipment off-campus

For assistance from the Physical Plant with any move request, please use the Physical Plant Move Form (UAH/PP-011).

INSTRUCTIONS:

Complete the form below, including appropriate signatures by those with authority over the equipment, and submit to Asset Management, General Receiving Building, Room 100. Call 824-6315 or email at assetmgmt@uah.edu if you have any questions. **NOTE: Anyone taking equipment off-campus is responsible for replacement or repair of that equipment if it is damaged while off-campus. Anyone taking equipment home should have adequate homeowner's insurance in case the equipment is damaged while in the individual's home.**

Date _____

Move or Transfer Equipment On-Campus

UAH ID NUMBER	DESCRIPTION	VALUE
_____ / _____	_____ / _____	_____ / _____
_____ / _____	_____ / _____	_____ / _____
_____ / _____	_____ / _____	_____ / _____
_____ / _____	_____ / _____	_____ / _____

FROM

TO

Name

Phone No.

Department

Building/Room No.

Department Head Approval

Name

Phone No.

Department

Building/Room No.

Department Head Approval

Move Equipment Off-Campus

UAH ID NUMBER	DESCRIPTION	VALUE
_____ / _____	_____ / _____	_____ / _____
_____ / _____	_____ / _____	_____ / _____
_____ / _____	_____ / _____	_____ / _____
_____ / _____	_____ / _____	_____ / _____

Name _____

Phone No. _____

Department _____

Room Location (Bldg/Rm) _____

To Location _____

Approval _____
Department Head