



THE UNIVERSITY OF  
ALABAMA IN HUNTSVILLE

# University Property Move Request Form

Requestor		Date of Request	
Requestor Phone		Requestor E-mail	
Department		Budget Unit #	
Budget Unit Head Signature		Date Signed	

Primary Location (Building/Room#) Move Items FROM: \_\_\_\_\_

Primary Location (Building/Room#) Move Items TO: \_\_\_\_\_

Line #	Item Description	UAH Property Tag # (or serial # if none)	Move from: (If not named above)	Move to: (If not named above)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

### Important Information & Instructions

- This form must be completed and properly authorized prior to the moving, transfer, or relocation of University property.
- Forward original, signed document to Work Order Desk, Physical Plant Building room 124 (or email to [wodesk@uah.edu](mailto:wodesk@uah.edu)). Retain copy for your records.
- Moves will be scheduled for the 2<sup>nd</sup> or 4<sup>th</sup> Thursday of each month unless it is a UAH holiday.
- This form may NOT be used to request removal or sale of Surplus Property. Surplus is managed by Central Receiving and Shipping (256-824-6315). Complete Surplus Pickup Request Form [https://www.uah.edu/images/administrative/business-services/Forms/central-receiving/surplus\\_pickup\\_request\\_2016.pdf](https://www.uah.edu/images/administrative/business-services/Forms/central-receiving/surplus_pickup_request_2016.pdf)
- This form may NOT be used to request the move of tables and chairs. Contact Charger Events in Charger Union ([chargerevents@uah.edu](mailto:chargerevents@uah.edu) or 256-824-1502).
- It is the requestor's responsibility to properly label, tag, clean, pack, and secure all items to be moved.

+++++Do not write below this line +++++

Received at PPB		Type of Move	Tables/Chairs	In-House	Moving Co.
Scheduled Estimate		Estimate total			
Proposed Move Date		Emailed customer			
Outcome					