

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 department.
- Takes an item of equipment off-campus.

INSTRUCTIONS

Complete the form below, including appropriate signatures by those with authority over the equipment, and submit to Asset Management, Receiving Building, Room 100. Call 824-6315 or email 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.

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

Date of Request _____

Move or Transfer Equipment On-Campus

UAH ID Number	Description	Value

	Move From	Move To
Name		
Phone Number		
Department		
Building and Room Number		
Department Head Approval		

Move Equipment Off-Campus

Move To Location	
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UAH ID Number	Description	Value

	Move From
Name	
Phone Number	
Department	
Building and Room Number	
Department Head Approval	