

University Property Move Request

Requestor's Name _____ Department / Budget Unit _____

Telephone # _____ E-mail _____ Date of Request ____/____/____

| | | |
|--|--|--|
| Type of Move (Check only one) | <input type="checkbox"/> (Re)Assignment of UAH Furniture or Equipment | <input type="checkbox"/> Interoffice Move |
|--|--|--|

Primary location (Building & Room Number) of items to be moved FROM: _____

Primary location (Building & Room Number) for items to be moved TO: _____

Best date to move: ____/____/____ NOTE: This form NOT to be used to request removal or sale of Surplus Property

| Line # | Item Description | UAH Property Tag # (or serial # if none) | Move from: (if not named above) | Move to: (if not named above) |
|--------|------------------|---|------------------------------------|----------------------------------|
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Important Instructions & Information

- This form must be completed and properly authorized prior to the moving, transfer, or relocation of University property (excluding surplus).
- Distribution: * Forward original document to the Work Order Desk, Physical Plant Building room 124 (or email to wodesk@uah.edu).
* Retain one copy for your records.
- It is the responsibility of the requestor to properly label, tag, clean, pack, and secure all items to be moved.
- Facilities & Operations is not responsible for damages that may occur during a move. If a move includes sensitive or valuable equipment or furniture, it is recommended that Procurement Services be contacted to use the current moving contractor on bid.

NOTE: Requests for the move or sale of **surplus property** must be directed to Central Receiving and Shipping using the Surplus Pickup Request form. Contact Central Receiving and Shipping (256-824-6315) or visit the Business Services web site for more information.

____/____/____

Date

Requested By: _____

Requestor's Signature

____/____/____

Date

Approved By: _____

Budget Unit Head

Do not write below this line

Rev 4/2016

PPB Received: ____/____/____

Completed: ____/____/____