**University Property Move Request Form**

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

\*REQUIRED INFORMATION

|  |  |
| --- | --- |
| **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.
* Email signed document to Facilities & Operations Service Desk to [facilities@uah.edu](http://facilities@uah.edu). Retain copy for your records.
* Moves will be scheduled to accommodate multiple moves at one time, in a timely manner.
* 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.
* This form MAY NOT be used to request the move of tables and chairs for events.
* It is the requestor’s responsibility to properly label, tag, clean, pack, and secure all items to be moved.

|  |  |  |  |
| --- | --- | --- | --- |
| **Received at F&O** |  | **Moving Company Contacted** |  |
| **Scheduled Estimate** |  | **Estimate Total** |  |
| **Proposed Move Date** |  | **Emailed Customer** |  |