

## 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, Central Receiving Building, Room 100. Call 824-6315 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