

## University Property Move Request

Requestor's Name \_\_\_\_\_ Department / Budget Unit \_\_\_\_\_

Telephone # \_\_\_\_\_ E-mail \_\_\_\_\_ Date of Request \_\_\_\_/\_\_\_\_/\_\_\_\_

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

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)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

### 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: \_\_\_\_/\_\_\_\_/\_\_\_\_