



THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

University Property Move Request Form

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

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 | | | | |
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Important Information & Instructions

- This form must be completed and properly authorized prior to the moving, transfer, or relocation of University property.
- Forward original, signed document to Work Order Desk, Physical Plant Building room 124 (or email to wodesk@uah.edu). Retain copy for your records.
- Moves will be scheduled for the 2nd or 4th Thursday of each month unless it is a UAH holiday.
- 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 https://www.uah.edu/images/administrative/business-services/Forms/central-receiving/surplus_pickup_request_2016.pdf
- This form may NOT be used to request the move of tables and chairs. Contact Charger Events in Charger Union (chargerevents@uah.edu or 256-824-1502).
- It is the requestor's responsibility to properly label, tag, clean, pack, and secure all items to be moved.

+++++Do not write below this line +++++

| | | | | | |
|--------------------|--|------------------|---------------|----------|------------|
| Received at PPB | | Type of Move | Tables/Chairs | In-House | Moving Co. |
| Scheduled Estimate | | Estimate total | | | |
| Proposed Move Date | | Emailed customer | | | |
| Outcome | | | | | |