

*Contact Name _____ *Contact cell phone# _____ WO# _____

***REQUIRED INFORMATION**



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	

***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. 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	