



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				
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 the Facilities & Operations Service Desk to facilities@uah.edu. Retain copy for your records.
- Moves will be scheduled for the 2nd or 4th Thursdays 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 by calling 256-824-6315 or emailing crb@uah.edu.
- This form may NOT be used to request the move of tables and chairs. Contact Charger Events in Charger Union by email 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.

Received at PPB		Moving Company	
Scheduled Estimate		Estimate Total	
Proposed Move Date		Emailed Customer	