


**PROPERTY MANAGEMENT
MOVING REQUEST**

Item is to be: 
__ permanently transferred __ temporarily transferred
__ turned in to surplus __ destroyed/discarded

Inventory Number:  _____

Item Description:  _____

Date of Request:  _____

PICK UP AT:

Department:  _____

Building:  _____

Room/Location:  _____

Requested By:  _____ Phone:  _____

MOVE TO:

(leave blank if item is being turned in to Surplus or discarded)

Department:  _____

Building:  _____

Room/Location:  _____

Received By:  _____

(Completed by moving crew supervisor)

Moved By: _____

Date Moved: _____

Instructions

1. Check appropriate box at the top of the form and fill in all information requested.
2. Attach heavy buff copy to equipment that is to be moved.
3. Send ALL OTHER COPIES to Property Management for coordination of moving arrangements and inventory action.