

Property Management--Move

(For transfers within ACC)

Fax request to Inventory Control: 223-%\$* &

Internal Use Only

Tracking # _____

Asset

Non-Asset

This form is used to:

1. Request moving services for the transfer of property within ACC or,
2. Update ownership when transferring property between Departments.

Property Custodians may update property location information directly in Datatel without the use of this form.

Are you requesting moving services? Yes No

Desired move date: _____ Comments: _____

Item	Qty.	Description	*EHS Code	**Condition Code	Asset Tag Number	Serial #/ Other ID #
1						
2						
3						
4						
5						
6						

*EHS (Environmental Health & Safety) Code: Does this asset involve chemicals, lasers, or a radioactive source? 1=Yes; 2=No.

**Condition Code: 1=Serviceable; 2=Unserviceable; 3=Unknown

Move From:

Name: _____ Phone: _____

Dept: _____ Campus/Site: _____ Building: _____ Room: _____

Property Custodian _____ Date: _____

(signature)

Move To:

__ Surplus in Warehouse (Requires Campus Manager's signature _____)

__ Storage in Warehouse (Requires prior approval by Warehouse Supervisor.)

__ Other: Complete the following:

Name: _____ Phone #: _____

Dept: _____ Campus/Site: _____ Building: _____ Room.: _____

Property Custodian: _____ Date: _____

(signature)

For office use only:

Moved by: _____ Date: _____

Datatel Updated by: _____ Date: _____

**Property Management--Move
(Additional Listings)**

Originating Department _____

Item #	Qty.	Description	EHS Code*	Condition Code**	Asset Tag Number	Serial # / Other ID #
7						
8						
9						
10						
11						
12						
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14						
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