

**Property Management--Move**

(For transfers within ACC)

Fax request to Asset Management: 223-1130

**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						
13						
14						
15						
16						
17						
18						
19						
20						
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