

GEORGIA STATE UNIVERSITY REQUEST TO TRANSFER EQUIPMENT FORM

Fax completed form to Facilities Management Services, Customer Service Center: (404) 413-0710.
If you have questions concerning your work order contact Facilities Management Services, Customer Service Center (404) 413-0700.

Instructions:

1. The College/Department Property Coordinator will complete Section 1. If items have already been moved, write "ALREADY MOVED" across the top of the form.
2. The College/Department Property Coordinator will enter the "Transferred From" and "Transferred To" information in Section 2.
3. Send the completed form to Facilities Management Services, Customer Service Center who will create a move request number and forward to Campus Services to schedule a pick-up.
4. When the equipment is picked up by Campus Services; the Department Head/Designated Representative will sign and date in the "Transferred From" area of Section 2.
5. When the equipment is delivered by Campus Services; the Department Head/Designated Representative will sign and date in the "Transferred To" area of Section 2.
6. Upon completion of Sections 1 and 2, this form should be forwarded to Property Accounting for individual items > \$2,999.
7. Section 3 will be completed by the Property Accounting Office.

SECTION 1

DO NOT USE THIS FORM TO SURPLUS EQUIPMENT

PROPERTY IDENTIFICATION INFORMATION				FROM PRESENT LOCATION		TO NEW LOCATION	
GSU Decal #	Description	Serial Number	Amount	Building Name	Room #	Building Name	Room #

SECTION 2

Transferred from:		Transferred to:		Transfer Completed by:
_____	_____	_____	_____	_____
Division/College	Department	Division/College	Department	Campus Services
_____	_____	_____	_____	_____
Released by (Print Name)	Phone	Received by (Print Name)	Phone	
_____	_____	_____	_____	
Signed (Department Head/Designated Representative)	Date:	Signed (Department Head/Designated Representative)	Date	

Suggested Move Date: _____	Time: _____
All moves should be submitted at least 10 working days prior to the anticipated move day; someone from Customer Service Center will email you a move request number within 72 hours of receipt of fax.	

SECTION 3 Property Accounting Use For Assets with Original Value > \$2,999. Phone: (404) 413-3027 Fax: (404) 413-3075.

Records Changed by: _____ Date: _____