

GEORGIA STATE UNIVERSITY REQUEST TO TRANSFER EQUIPMENT FORM

Email completed form to Facilities Management Services, Customer Service Center: fmervices@gsu.edu or vswoods@gsu.edu.
If you have questions concerning your work order contact Facilities Management Services, Customer Service Center: (404) 413-0700.

Instructions:

1. Sections 1 and 2 (below) must be completed.
2. Facilities Management Services, Customer Service Center will create a move request number and forward to Campus Services to schedule a pick-up.
3. 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.
4. This form should be forwarded to Property Accounting (see Section 3) for individual items > \$2,999.
5. If applicable, 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:
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Division/College	Department	Division/College	Department	Campus Services
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Released by (Print Name)	Phone	Received by (Print Name)	Phone	
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
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; the Customer Service Center will email you a move request number within 72 hours of receipt of this form.

SECTION 3: Property Accounting Use For Assets with Original Value > \$2,999. Email: malston@gsu.edu or Phone: (404) 413-3027

Records Changed by: _____ Date: _____