



# REQUEST FOR RELOCATION OF PROPERTY

## FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY

### OFFICE OF PROPERTY RECORDS

Telephone: (850) 599-3679  
FAX: (850) 561-2607

REQUEST NO. _____
SIGNATURE/Assistant Controller _____ / DATE _____
This section completed by Property Records

1. REQUESTING DEPARTMENT \_\_\_\_\_

2. CHECK ONE: [ ] Request property described below to be relocated as indicated.  
[ ] Property described below has been relocated as indicated.

3. CHECK ONE: A: [ ] Relocation B: [ ] Surplus C: [ ] Transfer

4. TAG NO.	5. DESCRIPTION OF ITEM(S) & SERIAL NUMBER	6. FROM		7. TO	
		BLDG Abbreviation	ROOM #	BLDG Abbreviation	ROOM #
1.					
2.					
3.					
4.					
5.					
6.					
7.					

8. Remarks \_\_\_\_\_

9. Requested By (Type or Print) \_\_\_\_\_ Signature of Requestor /Date \_\_\_\_\_

10. Account Number (9 digits) \_\_\_\_\_ Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

11. Name of Department Receiving Property \_\_\_\_\_ Account Number (9 digits) Ext. \_\_\_\_\_

12. Name of Recipient (Please Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

If this transaction involves surplus computers  
The property designee/accountable officer must  
Certify the hard drive(s) have been cleaned.

CONTINUATION OF ITEM NO. 4

REQUEST FOR RELOCATION OF PROPERTY

TAG #	DESCRIPTION OF ITEMS	FROM			TO	
		BLDG	ROOM#	BLDG	ROOM #	
8.						
9.						
10.						
11.						
12.						
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39.						

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