**TENNESSEE STATE UNIVERSITY**

**Purchasing and Business Services**

REVISED

**MOVABLE PROPERTY**

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|  | **MOVING AND SERVICE WORK REQUEST** |  |

(Complete and submit directly to Movable Property by Fax at 615-963-5642)

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| --- | --- | --- |
| Requesting Department:  | Contact Person: | Telephone No.: |
| **Location:**  | **Move To:** |  |
| Room: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Room: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Chargeable Account: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Building: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Building: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Credited Account: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| **Reason for Work Request:** |  |
|  🞎 Property Transfer |  🞎 Special Events/Occasion | Approved By: |
|  🞎 Property Turn-In |  (Note: Set-up diagram must be attached) |  |
|  🞎 Routine Service |  🞎 Other (explain) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: |
|  🞎 Re-Issued Property |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

**Work Request must be submitted no earlier than ten (10) but no later than seven (7) workdays before date of desired service.**

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| **WORK / SERVICE REQUESTED:** (Item description, serial and tag numbers must be listed when property is involved.) |
| Job Completed / Acknowledged: | Date:  | 🞎 Satisfactory | 🞎 Unsatisfactory |

**FOR MOVABLE PROPERTY USE ONLY**

|  |  |  |
| --- | --- | --- |
| Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Work Order No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Work Priority: \_\_\_\_\_\_\_\_\_\_\_ |
| Work/Service Schedule Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Rescheduled Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Approved By:  | Date:  |

|  |  |  |
| --- | --- | --- |
| Time In: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Time Out: \_\_\_\_\_\_\_\_\_\_\_\_\_ | Total Time/Manhours: \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Number Item(s) Moved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Job Completed: [ ] Yes [ ] No | Initials: \_\_\_\_\_\_\_\_\_\_ |
| State reason if job is not completed:  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**TO BE COMPLETED BY MOVERS**