**TENNESSEE STATE UNIVERSITY**

**Purchasing and Business Services**

REVISED

**MOVABLE PROPERTY**

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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**