



TEXAS SOUTHERN UNIVERSITY

3100 CLEBURNE ST. HOUSTON, TX 77004

FURNITURE/EQUIPMENT "MOVE ORDER"

(INCLUDES TEMPORARY AND RENOVATION TRANSFERS)

DATE: _____

THE FOLLOWING PROPERTY MOVED:

LOCATION:

RESPONSIBLE PARTY:

ORGANIZATION#:

CONDITION:

TSU BAR CODE#	(or) UNIT SERIAL	UNIT DESCRIPTION	LOCATION:		RESPONSIBLE PARTY:		ORGANIZATION#:		CONDITION:				
			FROM BLDG./RM.	TO BLDG./RM.	FROM PERSON:	TO PERSON:	FROM ORG.#	TO ORG.#	GOOD	BROKEN	SURPLUS	OBSELETE	

Call Labor Pool Dispatch at ext. 7090 to schedule property transfers, this form must be completed before the Labor Pool will accept any equipment.

Note: a completed copy of this form must be forwarded to the Property Management Office before the Sender is relieved of responsibility for the listed product. Sender acknowledges that all property being transferred to the TSU surplus warehouse is not part of any active grant or contract and that TSU has been awarded title to it.

Contact the Property Management Office at: 713.313.7943 or ext. 4214/fax: 713.528.8635/address: TSU Warehouse 3715 Blodgett, Houston, TX 77004

Remarks: _____

Signatory:

Sender: _____ Transporter: _____ Receiver: _____

Printed:

Sender: _____ Transporter: _____ Receiver: _____

Property Management Office Use: Received Date: _____ Processed By: _____ Date: _____