

Departmental Asset Relocation Request Form

Requester Information

Full Name

Department

Contact Extension

Date of Request

Asset Details

Asset Tag/ID

Description

Current Location

Requested New Location

Reason for Relocation

State the reason for relocation

Authorization

Supervisor/Manager Name

Approval Date

Relocation Details (To Be Completed by Asset Team)

Scheduled Relocation Date

Relocation Team Member(s)

Comments

Important Notes:

- All asset relocations must be pre-approved by the department supervisor or manager.
- Ensure asset details and new location are accurate before submitting the request.
- This form must accompany the asset during the transfer process.
- Incomplete forms may delay the processing of your request.
- Asset Team will update the asset inventory system after relocation is completed.