

SAMPLE MMSR FOR OFFICE MOVES

MATERIEL MANAGEMENT SERVICE REQUEST (MMSR) _____

Once all fields are completed, print form, secure necessary signatures and fax to 42644.
(Use "Tab" and/or "Shift-Tab" to move from field to field – See notes bottom of screen)

Department Name: ***Your Department Name*** Date Needed: **ENTER**

Contact Person: ***FIRST/LAST NAME*** Ext. Number: **ENTER**

Authorized Signature _____ Fax Number: **ENTER**

Type of Service: ***Move to another location*** Crew Needed? **Yes** Transfer to: N/A

New Dept. Signature: _____ Off Campus Signature* _____
****(For anyone taking property off-campus)***

Qty	Description	Property Tag	From: Bldg/Room	To: Bldg/Room
3	Offices/ rooms	NT	AD	7800

You should always contact us to discuss office moves and generally larger moves well before the scheduled move date.

The MMSR form for large office moves (generally more than five offices or total rooms) requires only that we know what to move from point A to point B. We will not need an itemized account of property if the entire office is moving.

Property Records will be notified of the relocation, and they will plan an inventory of the property in order to update your department's records electronically.

IMPORTANT:

Items that you wish to dispose must be itemized on a separate disposal form. This is necessary in order to delete the property from your department's records.

This is a sample form only. See MMSR in the Forms Repository under Moving Services for a blank copy of the Materiel Management Service Request.

Thank you.