

SDSU Moving Services Request Form

Email- ddelrio@mail.sdsu.edu

The Office of Material Management

Contact: David Del Rio 40950, Fax-43401 It is preferred you email as an attachment. Click above

DEPARTMENT	<input type="text"/>	PHONE#	<input type="text"/>
CONTACT	<input type="text"/>	PHONE#	<input type="text"/>
ORACLE ACCOUNT #	<input type="text"/>	Date	<input type="text"/>
DATE REQUIRED	<input type="text"/>		

- PLEASE CHECK THE APPROPRIATE BOX(ES) BELOW FOR THE SERVICE(S) REQUIRED**
NOTE: All moves are subject to the availability of moving services personnel.
- DEPARTMENT RELOCATION OF ITEMS: All items must be labeled with required destinations.**
- MANDATED PROJECT MOVE** PROJECT # OR NAME
- SURPLUS PROPERTY TO BE RETURNED TO MATERIAL MANAGEMENT (NO CHARGE)**

All computers sent to surplus must have all their hard drives wiped and NOT removed per the IT Security Office.

Assets being transferred to Surplus with a State ID# must be done in Oracle through iAssets TO:

ORG=63014, BLDG=SURPLUS, ROOM=SOLD and listed on this form as well or separate attachment.

Johnny Eaddy=Cost Center Manager, Douglas Addison=To Employee <http://bfa.sdsu.edu/busserv/iAssetsTutorials.htm>

Current Location	Item Description / Svcs Needed	SN# / Materials Needed	State ID#	New Destination

AUTHORIZING COMPLETION OF WORK

DEPARTMENT TIME STARTED DEPARTMENT TIME COMPLETED

STAFFING:	FOR MOVING CREW ONLY-				NOTES:
POSITION:	RATES:				
	QTY	REG	OT	PT	
PM					
SUPER					
DRIVER					
INSTALLER					
TECH					
HELPER					
MOVERS					
VAN					
MOVER/SUPERVISOR NAME:					
Print-_____					
Sign-_____					

Waste Management and the office of Material Management work together to remove surplus and recycle material
 Click on the links below if you need forms or have questions regarding iAssets, IT security, or general policies/procedures.

Department Signature _____ Date _____

<http://bfa.sdsu.edu/~busserv/Forms.htm>

<http://bfa.sdsu.edu/~leap/FixedAssets.html>

<http://security.sdsu.edu/>
 Last Revised 6-1-16