

Notice of Relocation of State Property on SMSU's Campus

When moving University/State property from room to room or building to building on campus, please use the following reporting form to keep Inventory informed of the new location. Fill out the form and email to: Christy Johnson, Purchasing Clerk, IL139

Name & Title:

Department:

Date:

State Asset# (if none, indicate)	Property Description (include Model# 7 Serial #)	Old Location (Bldg, Rm#)	New Location (Bldg, Rm#)