

**MURRAY STATE UNIVERSITY
MURRAY, KENTUCKY
REQUEST FOR CHANGE OF ACCOUNTABILITY**

Date

To: Property Services, Procurement Services, Hogancamp General Services Building

From: _____
Dept. Chairman Department Location Number Building/Rm.

Person to contact _____ Telephone No. _____

If items are stolen contact MSU Public Safety (270-809-2222) for a Police Report

Circle One: Transfer Surplus Pickup

COMPLETE DESCRIPTION ITEM , SIZE, TYPE MODEL, MATERIAL, COLOR AND MAKE	PRESENT LOCATION BLDG/RM NO	ITEM SERIAL NUMBER	MSU PROPERTY NUMBER	TO DEPARTMENT LOCATION NUMBER
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

Transferring
Department: _____
Signature of Department Head Date

Receiving
Department: _____
Signature of Department Head Date