

Please send all requests to ron.ardelean@mga.edu

| | | | | | | Request Date: | |
|------------------------|--------|------|----------------------------------|--------------------|------|-------------------|------------|
| Department Information | | | Receiving Department Information | | | Page of | |
| From Department: | | | To Department: | | | Action Requested: | Additional |
| Property Location: | | | Property Location: | Property Location: | | | Comments |
| Address 1: | | | Address 1: | Address 1: | | | |
| Address 2: | | | Address 2: | | | | |
| City: | State: | Zip: | City: | State: | Zip: | | |
| Location Contact: | | | Location Contact: | | | | |
| Phone: | | | Phone: | | | | |
| Email: | | | Email: | | | | |

| Line # | Qty | Item Description | Brand/Make | Model | Serial/VIN | Condition | State ID Tag # |
|--------|-----|------------------|------------|-------|------------|-----------|----------------|
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Please complete this form for all disposal, surplus, or location changes to any assets. Give as much information as possible for each item listed and remember to enter Tag# for state property tag if one is attached to any of the assets listed. Send this completed form or any questions concerning this process to ron.ardelean@mga.edu

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Property Released by

Date

Property Received by

Date