



Property Location Change

Property location changes is defined as the property has changed room number or use.

Please provide the information requested below.

Date: _____

Asset Number: _____

Asset Description: _____

Responsible Person: _____

Department Name: _____

Six Digit Account Number purchased from: _____

Building Location: _____

Room Number: _____

Use of Property:
(Please check one)

Instruction

Deans Office

Library

Department Funded
Research

Departmental
Administration

Administration

Funded Research

Six digit Financial Record System (FRS) account number associated with the room use: _____

Signature of Responsible Person

**Signature of Director of Grants & Contracts or
MERC Operations Director (if applicable)**