

# ON-CAMPUS PROPERTY RELOCATION FORM

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Send completed form to the Property Coordinator

Dept. #	Date	Desc.	Manu.	Model #	Serial #	Bar Code	From <small>Building Code &amp; Room</small>	To <small>Building Code &amp; Room</small>	Moved By	Dept. Liaison <small>Print &amp; Sign</small>

**BCTC Signature:** \_\_\_\_\_  
**Property Coordinator Signature:** \_\_\_\_\_

**Public Safety Signature**  
**Exiting Building:** \_\_\_\_\_  
**Entering Building:** \_\_\_\_\_