



Stockbridge-Munsee Community

SMC Equipment Move Request Form

Move Request Form

(to be filled out by the Property Custodian when requesting an MIS equipment move)

Date of move: (Must give 3 days' notice) _____

Department: _____

SMC Tag number: _____

Description of Property: _____

Serial #: _____

Current equipment location: _____

Reason for move: _____

Where equipment will be moved to: _____

MIS Management Check list (to be filled out by MIS staff)

Date paperwork received: _____

Date Approved: _____

MIS Initials: _____