MATERIEL MANAGEMENT SERVICE REQUEST (MMSR)_____________________

FORM MUST BE TYPED: Complete, print, secure necessary signatures and fax to 42644
(Use “Tab” and/or “Shift-Tab” to move from field to field – See HELP notes bottom of screen)

Department Name: ___________________________ Date Needed: _______________

Budget Code (Required)*
*If charges apply, department will be contacted before service is performed.

Contact Person: ___________________________ Ext. Number: _______________

Authorized Signature: ___________________________ Fax Number: ___________________________

Type of Service: Select _______________

Crew Needed? Select _______________

Transferred to: ___________________________

New Dept. Signature: ___________________________ Off Campus Signature*:

*(For anyone taking property off-campus)

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description of Property</th>
<th>Property Tag #</th>
<th>From: Bldg/Room</th>
<th>To: Bldg/Room</th>
</tr>
</thead>
</table>

□ Check here for Computer Disposals to certify that computers have been prepped for disposal according to University policy. Your request will not be processed if this certification is not checked. Additional information visit Materiel Mgmt. website www.towson.edu/adminfinance/facilities/material/.

Special Instructions

DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY

Service Received by: ___________________________ Date _______________

Completed by: ___________________________ Date _______________

Faxed to Property Records: ___________________________ Date _______________

Rev 08/19/14