



## Excess Furniture/Asset Relocation Tracking Template

*For internal departmental use*

### **Owner**

Department: \_\_\_\_\_

Contact name: \_\_\_\_\_

Contact information: \_\_\_\_\_

### **Furniture**

Original location building/room number: \_\_\_\_\_

Item description and quantity:

### **Storage**

Storage location building/room number: \_\_\_\_\_

Asset number, if assigned: \_\_\_\_\_

Asset color code, if assigned:

### **Notes**