

*Note: This form is submitted to transfer ownership of Assets from one department to the other*

## Clayton State University Property Movement Report

<http://www.clayton.edu/portals/543/docs/property-form.pdf>

**From:** Marcomm Erin Fender  
 Department and Requestor

**Received:** \_\_\_\_\_  
 Department and Receiver

**Signed:** Asia Hauter                      March 14, 2024  
 Department Head                      Date

**Signed:** \_\_\_\_\_  
 Department Head                      Date

Property Description	Clayton State University		From: Location	To: Department	To: Location
	Decal #	Serial #			
Macbook Pro 15" 2018		C02YD3NCJGH5	Woodlands Hall	Marcomm	
MacBook Pro (Retina, 15-inch, Mid 2014)		C02P7546G3QD	Woodlands Hall	Marcomm	
MacBook Pro (Retina, 15-inch, Mid 2015)		C02PQ7ANG8WP	Woodlands Hall	Marcomm	
MacBook Pro (Reina, 15-inch, Mid 2014)		C02P75DTG3QD	Woodlands Hall	Marcomm	
MacBook Pro (Reina, 15-inch, Mid 2014)		C02P751WG3QD	Woodlands Hall	Marcomm	

**Forward completed form and any other instructions and documentation to:**

Facilities Management  
 (678) 466-4242