



Dear MSM Community,

We are preparing to remove all furniture and equipment from the Blue Room in the Harris Building during the month of January 2015. We are giving departments the opportunity to request furniture on January 20th and 21st **ONLY**. The furniture can only be used on Morehouse School of Medicine approved sites: Main Campus, Buggyworks, Howell Mills, 75 Piedmont, Piedmont Hall, and Grady. In order to obtain the furniture, you are required to fill out a property transfer form and submit this form to Trina Shelton in the Controller's Office. Also, you must complete a work order with the Maintenance Department to request the furniture to be moved to your location. You are not permitted to remove the furniture yourself.

The work order can be located online at <http://msmintra.msm.edu/facilitiesManagement.aspx>.

The furniture will be given to departments on a first come first serve basis. The department who initially purchased the furniture will be given first priority. All furniture will be numbered. Please **do not** put your name on the furniture.

If you have any question, please contact Trina Cohen at tshelton@msm.edu or 404-756-5727.

Thank you in advance.