

## Moving/Relocation Request

Submit requests at least 2 weeks in advance. Computer/phone moves must be coordinated with IT.

### Requestor Information

Name

Phone

Department

Email

### Move Details

Current Location (Building/Room) \*

New Location (Building/Room) \*

Requested Move Date \*

(MM/DD/YYYY)

### Items to be Moved

Desk/Workstation

File Cabinets

**Bookcases**

**Computer Equipment (coordinate with IT)**

**Boxes/Personal Items**

**Other Items (please list)**

**Special Instructions**

## Approvals

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**Requestor Signature**

Sign above

Date:

**Current Location Supervisor**

Sign above

Date:

**New Location Supervisor**

Sign above

Date: