

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

Requestor Signature

Sign above

Date:

Current Location Supervisor

Sign above

Date:

New Location Supervisor

Sign above

Date: