

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

Date: _____

Sign above

Current Location Supervisor

Date: _____

Sign above

New Location Supervisor

Date: _____

Sign above