

DEPARTMENTAL MOVE REQUEST

Name

Dept.

Date

Please fill out this request and route for approval as indicated below, IN THE ORDER indicated.

1. Dave Smith
Annex

2. Michelle Eccles
VCLB-214

3. James Martin
FO-110C

Room Moving from

Room Moving To

Date of Move

Your phone number

Do you have computer equipment to move
If so, please list below.

Packing boxes needed
(13w x 17d x 13h)

Inventory Sticker #'s

Please include the inventory tag # for any equipment being moved.

All computer equipment and anything with a high value should have a sticker.

Provide details of the move, including what is to be moved, where it should be placed, any furniture needs and any desired reconfiguration or changes in the new space.

Area Director Name

Area Director Signature

Revised 8/23/2007