



## Office Move Form

(One form shall be submitted for each person moving. Requests should be made 72 hrs in advance)

Requested Move / Move In Date:	
Person Moving:	
(circle one)	
New Employee	Existing Employee

Existing Location	Future Location
Building:	Building:
Room #:	Room #:
Phone Ext:	Phone Ext:
Computer Eqmpt (moved by IT):	Computer: existing / upgrade (describe below):
Printer (moved by IT):	Printer (moved by IT):
Fax:	Fax:
Furniture (moved by Plant Ops):	Furniture (moved by Plant Ops):

Please be present on moving day to provide instruction to Plant Ops regarding furniture arrangement or provide a sketch of desired layout for future office. In order for Plant Ops to move personal items they must be boxed up by the employee.

**Additional Info:**

Dept Supervisor: _____	Date: _____	Dept. VP: _____	Date: _____
Only interdepartmental moves require the President's signature.		President: _____	