

**Note\*** please only send form to Terry Dennis, John Thomas and Henry Haywood; once approved the form will then be routed to all appropriate parties.



## Move, Add, Change Request Form

Please fill out one request per person

### Requestor Information

Employee Name:	Department:
Date of Request:	Current Extension:

### Facilities Services

Original Building Location:
New Building Location (if applicable):
Original Room Location:
New Room Location (if move is within same building):
<i>Items to move, please be detailed:</i>

### Move, Add, Change Details:

<i>Please provide as much detail as possible regarding your request: (Please note any dependencies (example, Person A must move before Person B can be moved))</i>
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## Request Information Services

Extension, Phone Line	Move	Add
Voice Mail	Move	Add
Internet	Move	Add
Computer to be moved:	Yes	No

### Classification

Priority	Low	Medium	High
Deadline for request completion:			
<i>Comments: (Give any specific details here)</i>			

### For Facilities/Information Services Use Only

Assigned to:		Date assigned:	
Date completed:	Follow up required:	Yes	No
Notes:			

### Project Approval/Disapproval

_____ Supervisor	_____ Date
_____ Vice President of Finance	_____ Date
_____ Director of Facilities	_____ Date
_____ Director of Information Services	_____ Date