

**SECTION:** Business Affairs/Physical Plant  
**SUBJECT:** Moving to a New Office

**ISSUED BY:** Business Affairs Council  
**REPLACES:** New  
**APPROVED BY:** Business Affairs Council  
**EFFECTIVE DATE:** February 22, 1993

Prior to any person moving to another office or replacing office furnishings the Business Office, Physical Plant, and Inventory should be contacted. A sample form found on the next page will assist in this process.



ROOM/OFFICE MOVING APPROVAL FORM

Date: \_\_\_\_\_

Because of the impact a move has on the various areas and offices which are involved, it is necessary that you have the following initialed by all parties before the physical plant can proceed to move the furniture or telephones.

\_\_\_\_\_  
Approval Vice President over area being moved -

\_\_\_\_\_ Computer Center - The need to move wiring or hook-ups is vital to the success of your move.

\_\_\_\_\_ Business Office: switchboard, telephone book changes building allocation of space are all handled in the business office and notifications must be given.

\_\_\_\_\_ Inventory: The Physical Plant Director or Purchasing Director will provide a form for completion.

\_\_\_\_\_ Physical Plant \_\_\_\_\_ Date finalized.

Moving Date Requested:

\_\_\_\_\_  
\_\_\_\_\_

Move Completed:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Director of Physical Plant

(2/22/93)  
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