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.

_____ Vice President over area being moved – Approval

_____ 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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