

# ITS Move Request Form

Current Date

<b>Name:</b>	<b>E-mail Address:</b>	<b>Phone #:</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>ITS Unit:</b>	<b>Supervisor:</b>	<b>Director (required for authorization):</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Current Location Information

Building:  Network Jack Number:

Room Number:  Other Equip Jack Numbers:

Phone Jack Number:  Phone DBA# (listed on the bottom of the phone):

## New Location Information

Building:  Network Jack Number:

Room Number:  Other Equip Jack Numbers:

Phone Jack Number:  Phone DBA# (listed on the bottom of the phone):

## Furniture/Office Contents

Will movers be required:  Yes  No

Furniture/Office content details (please describe/list items to be moved):

Will other services be required:  Yes  No

Other service details (carpenters for white board installation, painting etc...):

FOAPAL to be charged

Time line for move:

Please note: ITS/Network & Telecommunications needs ten working days to move and/or install telephone numbers or data lines.

**Submit this form via IT Request -Facilities as an attachment. CC your supervisor/director on your IT Request.**

An ITS Facilities staff member will contact you with further information and instruction.