



Today's Date _____ Requested Completion Date _____

SPACE MOVE/ADD/CHANGE REQUEST FORM

Section 1: Initial Request

Location Change Current _____ New _____

Requesting Dept. _____

Requestor Name _____ Phone No. _____

Request Description

Request Justification

Move Existing Furniture _____ Phone _____ Computer/Monitor _____ Other _____

New Furniture _____ Phone _____ Computer/Monitor _____ Other _____

Note: There may be a charge to your department associated with the move, office refresh, or equipment, based on your request.

Section 2: Anticipated Funding Source

Funding Account Type(s) _____ Capital _____ Operational _____ Grant

Section 3: Initial Approval

Department Head _____
(Print) (Signature) (Date)

Dean/Director _____
(Print) (Signature) (Date)

VP/Provost _____
(Print) (Signature) (Date)

Return Form to the Office of Facilities Services

OFFICE MOVE REQUEST FORM

Section 4: Technical Details (For Facilities and OIT Use)

Request Type _____ Project _____ Purchase _____

Description of Work

Attachments

(quotes, product descriptions, software requirements, etc.)

Estimates – Facilities Cost _____ Hours _____
OIT Cost _____ Hours _____

Chief Information Officer

(Print) (Signature) (Date)

Facilities

(Print) (Signature) (Date)

Section 5: Final Approvals (Complete AFTER Facilities and OIT Review)

Department Head

(Print) (Signature) (Date)

Dean/Director

(Print) (Signature) (Date)

VP/Provost

(Print) (Signature) (Date)

Controller/
Chief Financial Officer

(Print) (Signature) (Date)

Section 6: Funding Source

Funding Account Type(s) _____ Capital _____ Operational _____ Grant _____

Funding Account FOAP(s) _____

Request Resolution _____

INSTRUCTIONS

OFFICE MOVE REQUEST FORM

1. The requesting department completes page 1 of the “Office Move Request Form”, securing the initial approvals. Return the form to the Office of Facilities Services (Facilities).
2. Facilities will review the request and identify any costs associated with the proposed move, confirming consistency with current space utilization and future plans.
3. The Office of Information Technology (OIT) will review the request and identify any costs for additional services or equipment required to fulfill the request.
4. After Facilities and OIT review, the form will be returned to the requestor to secure final approvals (Section 5) and confirm final funding and FOAP(s) (Section 6).
5. After final approvals have been secured, the form should be returned to Facilities. Changes will be updated in the appropriate space utilization documents, a Facilities work order will be issued to coordinate the required work for both Facilities and OIT. Facilities will be the contact point for coordination of all activities involving the move.