**Add/Move/Change Service Request**

**Section 1. Description of project:**

[Blank]

Justification:

[Use additional plain sheet(s) as necessary. Staple to back of Service Request]

**Requesting Dean/Director:**

[Blank]

**Date:**

**Other division review:**

Approved [ ]

Denied [ ]

**By:**

**Date:**

**Vice President**

**Section 2. Preliminary Requirements** (Cost estimates to be completed by those listed in Section 2.)

**REMODELING** - Cost estimate: $

- [ ] Approved Alteration & Improvement project?
- [ ] Drawings/floor plans of changes?
- [ ] Est. "room ready" date: __________

Campus Police sign-off

By __________

Date __________

Facilities/Planning/Services sign-off

By __________

Date __________

**LOCKS & KEYS** - Cost estimate: $

- Changes approved through Campus Police?
- Work Order to Facilities, Planning & Services?
- Key cards prepared for div/dept personnel?
- Keys issued to authorized personnel?

**TELEPHONES** - Cost estimate: $

- Changes discussed with Information Systems?
- Underground cabling (if necessary) coordinated with Facilities/Planning/Services?
- Written plan of changes approved?
- Work Order for approved changes? Timeline?
- Telephone Directory changes requested?
- Any new equipment needed? Order thru Purchasing?

**COMPUTERS** - Cost estimate: $

- Changes discussed with Information Systems and Facilities/Planning/Services?
- Work Order issued for authorized changes?
- Is timeline coordinated w/room-ready date?
- Any new equipment to be ordered? Use Non-Stock Requisition. Contact Purchasing for assistance.
- Technical Services review?

Technical Services sign-off

By __________

Date __________

Information Systems sign-off

By __________

Date __________

Facilities/Planning/Services sign-off

By __________

Date __________

**Section 3. OTHER NECESSITIES AND/OR POST-MOVE NOTIFICATIONS:**

**FURNITURE** - Move old; Buy new; Surplus unusable.

- New furniture needed? Order thru Purchasing.
- or complete Work Order for on-site construction.
- Transfer of Equipment to relocate existing furniture?
- One form needed for each different "move to", location.
- Surplus Property Declaration for unusable furniture?

**INVENTORY** -

- Has a complete physical inventory of all changes been forwarded to Purchasing?

**NOTIFICATIONS:** (include effective date of move)

- Campus Police?
- Payroll?
- Personnel?
- Faculty?
- Warehouse?
- Mail Room?
- All Locations?
- Other?

**Section 4. Cabinet Approved:**

[Blank]

**Area Vice President**

Date __________

**Signature**

Total project cost: $ __________

Account Code:

**Procedure 519 Cabinet approved: 1/9/89**