25

ITEM MOVE REQUEST

date	
technician	

USER INFORMATION

first name	last name
project	email

ITEM INFORMATION

current room	wcer #
wcer #	wcer #

MOVE INFORMATION

move to room	date
will the user be present the day of the move? ☐ yes ☐ no	time

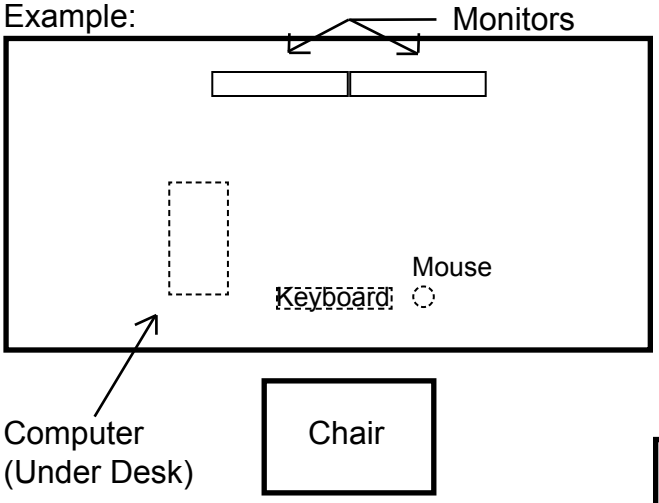
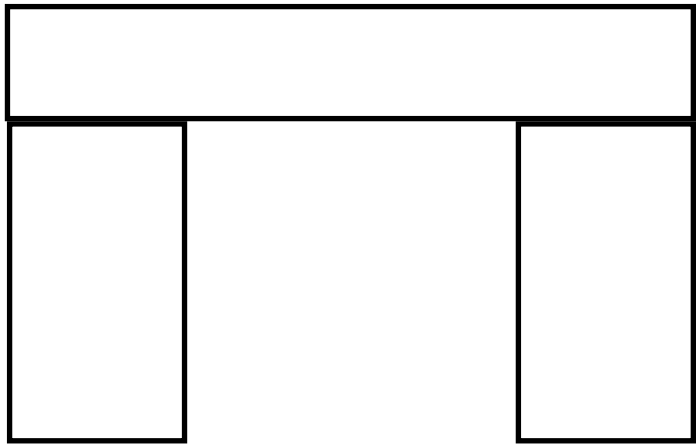
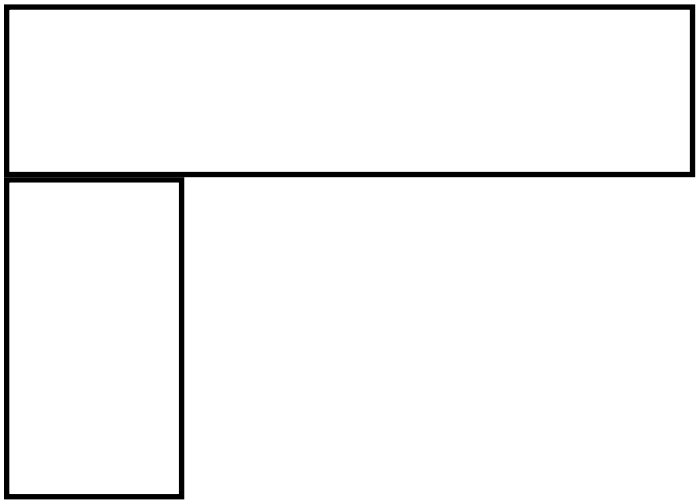
PLEASE READ

Please make sure furniture will be setup by move date and time. If there are multiple desks, please describe which location (desk next to the window, door, bookshelf, etc.) the equipment will be at. On the back, please draw where you would like the computer, monitor, docking station, or any other equipment you may have on your type of desk.

COMMENTS

TECHNICAL SERVICES USE ONLY

date received: date completed: entered in db:

dashed lines denotes under the desk

Example: