

RELOCATION REQUEST

Please complete and submit to your Vice President.

Planned Move Date

Employee Name - Please Print

EMPID

Email

Building & Room moving FROM

Building & Room moving TO

Facilities Request Submitted?

OIT Request Submitted?

Employee Signature

Date

Vice President to Fill in Below

APPROVED

NOT APPROVED

Keys and/or Access Cards Returned

If NOT Approved, Explain Why

Vice President Who Oversees This Department - Please Print

Phone

Email

Date

Please return this form to **Hailey Bradley**, Property Control Manager, using the information below.