



Office Move Form

Name of Person Moving _____

Current Building Assignment _____ Current Room Assignment _____

New Building Assignment _____ New Room Assignment _____

PLEASE SELECT ITEMS TO BE MOVED		
<input type="checkbox"/> Fax	<input type="checkbox"/> PC	<input type="checkbox"/> Printer
<input type="checkbox"/> Phone	<input type="checkbox"/> Phone #	<input type="checkbox"/> Files

Phone Number _____ Fax Number _____

Move Type _____

PLEASE PROVIDE DETAILS FOR MOVE

Dir/Dept Approval _____

Date Desired _____

VP Approval _____

Current Date _____

Division _____

PROCEDURE:

1. Move requests may only be submitted by a VP or Associate Provost (30 days prior to need)
2. Senior staff approvals are obtained and dates scheduled
3. Written authorization to move is distributed and must be received prior to move

Assignment, changes and improvements of office space are processed by designated authority of the Provost. Moves, furnishings, interior design, and décor related matters are administered by the Associate Vice President for Operations. Faculty and Staff must obtain written permission to make changes in space assignments, furniture arrangements, and decorating changes. While specific move dates may be requested, the Associate VP for Operations will set a move date which allows ample time for notification of related departments, preparation of spaces and assignments of labor resources to complete the requests. By policy, furniture and most office fixtures remain with the space – not the person moving. Persons moving in a series of moves will not be assigned a move date until ALL related requests have been submitted and approved.

Due to the limited resources available in the summer and the large number of requests and improvements desired, office improvements and changes which take place between May graduation and the opening of school in the fall must be requested and approved by April 15.

Once approvals are complete, submit this form to Becky Wright at blwright@gardner-webb.edu.

For Operations Use Only

Assoc. VP for Operations _____ P.O. Number _____

Work Order Number _____ Project Number _____ Target Date _____