

**SUNY Old Westbury MOVE Coordinator**

Date of Request: \_\_\_\_\_

Approved By Area V. P. : \_\_\_\_\_

Desired Completion Date: \_\_\_\_\_

Line Item #	Occupant Name/ Department	Current Location Room	NEW Location Room	Items to be Moved / ReLocated >Maintenance<				Maintenance Checked Date / Initials	Service to be Relocated >Computing Services<			Computer Services Checked Date / Initials	Service to be Moved / Relocated >Telecommunications<				Telecom Checked Date / Initials
				Desk	Book case	Com-puter	Other Item ?		Com-puter	Printer Local or Network?	Future Com-puter Needs ?		Current Tele #	Move / Add / Change?	Voice Mail Add or Change?	Dialing Ability Local Regional National ?	
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	

As a general rule : Telecommunications and Computing Services require a minimum of TWO Week lead time in order to properly institute service relocations, Maintenance requires a One week lead time to schedule the labor force.

I \_\_\_\_\_ signed This date \_\_\_\_\_ have read and understand the above requirements regarding scheduling and do attest that the requested information I have provided is complete and accurate.