

Move, Add, Change Request Form



Request Information Services

Extension, Phone Line	Move	Add
Voice Mail	Move	Add
Internet	Move	Add
Computer to be moved:	Yes	No

Classification

Priority	Low	Medium	High
Deadline for request completion:			
Comments: (Give any specific details here)			

For Facilities/Information Services Use Only

Assigned to:		Date assigned:	
Date completed:	Follow up required:	Yes	No
Notes:			

Project Approval/Disapproval

_____ Supervisor	_____ Date
_____ Vice President of Finance	_____ Date
_____ Director of Facilities	_____ Date
_____ Director of Information Services	_____ Date

