

Facilities Move Office/Classroom Form 17-401b

FILL APPROPIATE AREA – SIGN AND ATTACH TO A NEW FACILITES SERVICE TICKET IN MY SERVICES

<u>www.ncstatecollege.edu/facilities</u>

Please allow three days for a move or transfer – <u>A separate IT Service ticket will be required for all computer & phone moves.</u>

New Employee				
Employee Full Name:			Effective Date	
Position:	Department:		Phone Ext	
Does the office already have furn	niture? Yes	No		
If office doesn't have furniture plewith Key & Building Key Card Req	ase specify below in sect uisition Form 17-421a att	ion (A) what they will no ached.	eed. Fill out and submi	t a Facilities ticke
Move Employee				
Employee Full Name:			Move Date	
Position:	Department:		Phone Ext	
Current building	room Mov	e to building	room	
Fill out and submit a Facilities tick needed. You will need to turn in yo	et with Key & Building Ko our previous key(s) and c	ey Card Requisition For ard(s).	m 17-421a attached for	a new key if
Move furniture within office/cla	assroom: (example: ne	ed office/classroom re	earranged – fill out sec	tion A)
Building:	Room		Move Date:	
Move Classroom			Move Date:	
Current Building:	Room	Move to Building:	R	oom
Other – List details in Section	A			
O 17 (20.			Dean/Supervisor Signature Date	
Requester	Date	Dean/Super	visor Signature	Date
	Date Date	Dean/Super	visor Signature	Date