College of the Atlantic

Memorandum

Moving Computer & Phone Equipment

To request a computer or phone move, you need to fill out this form. Please be aware that a **seven day notice** is required and that if a new jack is needed it may take longer than seven days to fill the request.

Date:

To: Director of IT

From:

Subject: Request for Equipment Move

This is a request to have the following equipment moved.

1. Type of equipment to be moved:

2. Requested date/time of move:

3. Name and title of person moving:

4. Current location (building and room number) of equipment:

5. Destination (building and room number) of equipment:

6. Requestor's telephone number:

7. Computer/printer COA asset tag number(s) or telephone extension number(s):

8. Availability of furniture, data ports, electrical outlets, and telephone ports prior to the move: