

NAZARETH UNIVERSITY MOVE REQUEST FORM

Please Submit This Form to the Facilities Department

Attention: Michelle Civiletti

LAST NAME	FIRST NAME	PHONE	EMAIL
-----------	------------	-------	-------

DEPARTMENT	TITLE	BUILDING
------------	-------	----------

STATUS	Faculty	Staff	New Hire	Full-Time	Part-Time	START DATE
	<input type="radio"/>					

EXISTING LOCATION	NEW LOCATION	DATE REQUIRED
-------------------	--------------	---------------

JUSTIFICATION	<hr/> <hr/>		
---------------	-------------	--	--

PRINTED NAME

AUTHORIZATION REP APPROVAL

VP/ DEAN/ DEPARTMENT HEAD	DATE
---------------------------	------

SIGNATURE

ASSISTANT DIRECTOR FACILITIES	DATE
-------------------------------	------

VP FINANCE & ADMINISTRATION	DATE
-----------------------------	------

***Approval signatures above does not indicate the project is going to be scheduled. Facilities will schedule based on funding approval from the Vice President for Finance & Administration and after review of operational priorities.*

Facilities use only

OFFICE MAINTENANCE

Carpet	Paint	Blinds	Shelves	Signage	Cleaning	Keys	Phone	Furniture	Boxes
<input type="radio"/>									

Facilities Notes and Comments

***All moves and office setup requests require a minimum of three weeks' notice.*

***All summer moves, new hire prep, and office setups are due to facilities by April 30th.*

***Scheduling and time frames of all moves will be determined by the facilities team.*