Arkansas Tech University

Move Request Processing Form

Instructions: Fill out the fields below in their entirety. Gather the required signatures. Note: OIS and FAMA must sign before the Vice President for Administration and Finance. After all the signatures are complete return the form to FAMA. Requestor will contact OIS for a ticket number. If this request is for multiple people, add an additional sheet listing each additional person, their phone number, their current location and their new location. Requests must be made at least 10 working days prior to the ***anticipated*** move date.

|  |  |
| --- | --- |
|  | Check this box if this request is for multiple employees. |

|  |  |  |  |
| --- | --- | --- | --- |
| Requestor (person moving): |  |  |  |
| Moving From: |  | Moving To: |  |
| e-mail address: |  |  |  |
| ***Anticipated*** Move Date: |  | OIS Ticket No.: |  |
| Requestor Phone No.: |  | Wish to Move Phone No.:Circle One | Yes / No |
|  |  |  |  |
| Index: |  | Account: |  |
| Fund: |  | Program: |  |
| Organization: |  |  |  |
|  |  |  |  |
| Required Signatures |  |  |  |
| Department Head: |  | Date: |  |
| Vice President: |  | Date: |  |
| FAMA: |  | Date: |  |
| Public Safety: |  | Date: |  |
| Vice President of A&F: |  | Date: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| For Office Use Only |  |  |  |
| FAMA WO: |  | Date Received at FAMA: |  |
| OIS Ticket confirm: |  |  |  |
|  | Key Request Received (check box); Date: |
|  | Forward to Post Office (check box); Date: |