

This form is designed to be **completed online, printed, and then faxed** to:
419-372-0311.

BGSU Moving Item Request Form

Requestor Name:

BGSU Office Phone:

Today's Date:

Alternate Phone:

Department/Organization:

DCC or P00#:

Please note that all file cabinets, credenzas, desks, storage cabinets and bookcases need to be EMPTIED before being moved.

Item Description:	FROM: (location & room #)	TO: (location & room #)	Quantity:
Desk			
Chair			
Table			
Computer Workstation			
2-Drawer Filing Cabinet			
4-Drawer Filing Cabinet			
Lateral Filing Cabinet			
Bookcase			
Credenza			
Storage Cabinet			
Coat Rack			
Printer			
Sofa			
Love Seat			
Coffee Table			
Refrigerator			
Small Box			
Medium Box			
Large Box			
Safe			
Other*			

- Please give complete descriptions.

NOTE: We cannot move copiers under warrantee, or computers. Please contact your copier vendor to move copy machines, and contact Technical Support 372-0999 for the procedure to move computers.