

Moving Request Form

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

We cannot move copiers under warranty, phones or computers. Please contact your copier vendor to move copy machines and contact ITS Technical Support at 419-372-0999 for the procedure to move computers and phones.

Department or Organization: _____

DCC, ID, or P00#: _____

Item Type:

From:

To:

Quantity:

Desk(s)

Chair(s)

Table(s)

Computer Workstation(s)

2-Drawer Filing Cabinet(s)

4-5 Drawer Filing Cabinet(s)*

Lateral Filing Cabinet(s)**

Bookcase(s)

Credenza(s)

Storage Cabinet(s)

Coat Rack(s)

Printer(s)

Sofa(s)

Love Seat(s)

Coffee Table(s)

Refrigerator(s)

Small Box(es)

Medium Box(es)

Large Box(es)

Safe(s)

Other: Please Describe: _____

* Must have top drawers emptied.

** Must be emptied completely.

Please fill this form out and email it to facilities@bgsu.edu.