

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.: _____ Yes / No

Circle One

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:			
<input type="checkbox"/>	Key Request Received (check box); Date:		
<input type="checkbox"/>	Forward to Post Office (check box); Date:		