



Central Services - Request for Moving Services

Please complete all of the information below and submit form by e-mail or fax to: Leon Smith, lxsmith@aug.edu, (fax) 706-667-4642. Once Central Services has received your form, we will contact you to confirm your request or to set up an appointment to review your request.

Requesting Department: _____

Move Contact: _____ Contact Phone: _____

Contact e-mail: _____

Requested Move Date: _____ Alternate Date(s): _____

- Check Here if this is a move for an entire office/department
- Check Here if this is a move for 1 – 6 items: (please list)

Item Description	From Bldg.Room #	To: Bldg. Room #

*Note: You must coordinate with your departmental Inventory Custodian to complete an Equipment Transfer Request form for all capital assets.

- Check here if this move includes computer equipment. (If so, you **must** contact ITS before moving.)
- This move is Intra-departmental (Within a department) Requires Chair/Director/Manager Approval

Chair/Director/Manager

- This move is Inter-departmental (Between departments/building) Requires Appr. Fr/ the three VP's on FAST Team.

Vice President of Academic Affairs

Vice President of Business Operations

Vice President of Student Services

Central Services Use Only

- Move will be conducted by Central Services on: _____
- Move will be conducted by outside local moving company. Move contact should contact the moving company to receive a quote. Central Services staff can be available during quote process to assist.