Computer/Electronics Moving Form

After following the instructions below, please attach this form to the item(s) that need(s) to be moved. Then notify the University Moving Crew that the item is ready to be moved.

Steps for having computers/electronics moved:

1. Complete the form below and attach to each item that is to be moved so that it can be identified by the Moving Crew.

2. Submit a work order through Facilities Management http://www.creighton.edu/Facility to have your equipment moved.

The Moving Crew will not move computers/electronics that do not have this signed form attached.

Please check the appropriate boxes:

Computers:

	Yes	No
P4 or higher		
Working		
Complete system		
System wiped		

Please note that a "complete system" contains a working hard drive, memory, power supply, etc.

Other miscellaneous equipment (*e.g.* printers, monitors, copiers, *etc.*):
Working: ☐ Yes   ☐ No

Printed Name   Date
Signature   Bldg/Room #

For IT use only:

System wiped: ☐ Yes   ☐ No

Printed Name   Date
Signature