

MORGAN STATE UNIVERSITY

Request for Office Relocation/Room Change

Requesting Department:				
Contact Person & Telephone No.:				
Current Building/Room(s) #:				
Current Use:				
Proposed Building/Room(s) #:				
Proposed Use:				
Proposed Square Footage of Room(s):				
Chairperson's Signature:				Date:
Dean's Signature:				Date:
Divisional Vice President's Signature:				Date:
APPROVALS	Yes	No	Signature	Date
University Facility Planner Budget & Planning				
Vice President Finance & Management				
COMMENTS				

A completed and approved form should be forwarded to the following departments: 1) Physical Plant; 2) Tele-Communications; 3) Information Systems; 4) Property Control; 5) Design and Construction; 6) Technical Support (HELP Desk) and 7) Facility Planning. Any questions regarding the completion of this form should be referred to Budget & Planning, ext. 3551.