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](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:**

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>P4 or higher</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Working</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete system</td>
<td></td>
<td></td>
</tr>
<tr>
<td>System wiped</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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