## Office Move Request

Requestor emails their Executive Council member asking for permission to submit a move request Requestor submits tickets to Facilities and/or ITS for quotes on the requested scope of work

Facilities and/or ITS will provide *Work Order number and quotes* to requestor

Requestor completes the
Office Move Request
Form with Work Order
number and quotes

## Office Move Approval

Form is approved or denied by Executive Council Member of Requestor

Form sends approval or denial to appropriate parties

Approve Form is sent to Evan Thornton for approval

Form is approved or denied by Evan Thornton & President Kitts

Form sends approval or denial to ITS and Facilities ITS and
Facilities
proceeds with
Work Orders in
system

Deny

ITS and Facilities cancel Work Orders in system

Deny

**Approve** 

ITS and Facilities cancel Work Orders in system