DATE OF MOVE:_____ DEPT:_____ MOVE COORDINATOR:_____ PHONE:_____

		CURRENT							NEW			
USER NAME	PHONE	BUILDING	ROOM #	DATA JACK #	COMPUTER TYPE	ETHERNET ADDRESS	IP #	ON DHCP NOW?	BUILDING	ROOM #	NEED DATA JACK ACTIVE?	JACK #

Shaded areas will be filled in by the IT Staff