

PERSONNEL MOVE REQUEST FORM

Pick up Material From:

Room#

Move To:

Room#

Employee Name:

Phone Number:

Description of material including # of boxes, if needed please use a additional sheet

Requested Move Date:

Site Contact & Phone #

Implementation Direction

- 1) All items (Boxes, Furniture, Etc). must be marked with name, site destination, and room number. (i.e. Smith to Montgomery, Room 103). If last name is same as a school in district please add first name. Items not marked will not be moved
- 2) Pack your boxes well. They will be put on a cart, palletized, and transported via truck to the destination site. Care will be taken to minimize damage, but packing responsibility lies with the site.
- 3) **NO LOOSE PAPER.** Everything must be boxed or bundled together.
- 4) **No Plants, live animals, or aquariums.**
- 5) Site administrator must release any equipment by filling out a **REQUEST FOR EQUIPMENT TRANSFER** form @ [www.http://prod031.sandi.net/services/equipment.asp](http://prod031.sandi.net/services/equipment.asp).
- 6) Except in special circumstances, moves are done on a “First come, first serve” basis. Distribution Services has limited resources, but will try and accommodate requests whenever possible.

FAX (858) 496-8052 or E-Mail Requests to Supply Center \ Distribution Services : pgonzalez1@sandi.net.

Completed Date:

Driver Name:
