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# -- Move Requests --

## Computer-related Equipment

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**Move Request forms** are **required** if your move involves phone lines, computer-related equipment, furniture/boxes, **and** if your move involves more than 6 computer workstations.

Move Request forms are located at <http://campus.kennesaw.edu> under Campus Forms/Facilities.

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Computer-related moves can be requested through the Help Desk at [service@kennesaw.edu](mailto:service@kennesaw.edu) if they...

- involve computers, printers, monitors, or peripherals **ONLY** (no phone lines, no furniture/boxes), **and** total **less** than 6 workstations.

You **must** include the following information in your move request to [service@kennesaw.edu](mailto:service@kennesaw.edu).

- Person's name
- KSU Asset Tag #
- Model name and # of equipment moving (i.e., HP LaserJet P2015 or Optiplex 745 or GX270\*)
- Room # equipment is moving from
- Room # equipment is moving to

For example:

Please move Jay User's Optiplex 755, P01234, from TX116 to TX125.

### PLEASE NOTE

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**Per CIO Policy, only ITS staff are authorized to move all computer related equipment.**

**We do not move equipment that does not have a KSU Asset Tag.**

**KSU Asset tags are generally located on the top or front of the equipment, and can be silver, green, yellow, or white.**

### IMPORTANT

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In order to ensure a problem-free move, please label **every piece of equipment** with the user's name and the room # the equipment is moving to. This includes the...

**CPU**  
**Monitor**  
**Keyboard**  
**Mouse**  
**BOTH Speakers**  
**Surge Protector**  
**Printers**  
**Scanners**  
**Other**  
**Peripherals**

We recommend masking tape and marker. We do not recommend adhesive labels.

\*Model names are generally located on the top or front of printers. Model names for black Dell computers are located by the ON button on the front of the computer. Model names for silver/black computers are located on the top of the computer.