

City of Richmond
Administrative Manual

**INFORMATION TECHNOLOGY COMPUTER EQUIPMENT
RELOCATION WORK ORDER**

DATE: _____ Date Move Needed: _____

TO: Information Technology Director

FROM: _____ Department: _____ Authorized: _____

DSR Contact: _____ Phone: _____

Type of Equipment

Computer with Printer: _____ Computer: _____ Terminal: _____ Other: _____

Asset Tag: _____

If other, please explain: _____

Move From:

Department: _____

Building: _____

Specific Desk Location: _____

CAT 5#: _____

Move To:

Network Connection:

Is there a Network Connection currently? Yes No

Is a new Network Connection needed? Yes No

MiniComputer Information

Is there a MiniComputer Connection (Prime) at your current location? Yes No

Is a MiniComputer Connection (Prime) needed at your new location? Yes No

Miscellaneous Information

Is there a power outlet within six feet of a new computer location? Yes No

Is a power strip needed for the new location? Yes No

Does the move require moving furniture? Yes No If yes, please contact Public Services.

Please return this form **to IT no later than 5 working days prior** to the requested move date.

Please call IT 620-6898 for questions about this form and to confirm move.