## University Community (faculty, staff and students)

<table>
<thead>
<tr>
<th>SUBJECT (R*)</th>
<th>EFFECTIVE DATE (R)</th>
<th>PROCEDURE NUMBER</th>
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<tbody>
<tr>
<td>REQUEST FOR MOVING UNIVERSITY EQUIPMENT AND FURNITURE</td>
<td>March 2005</td>
<td>520.005f</td>
</tr>
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### PROCEDURE STATEMENT (R)

The Facilities Management Department’s Campus Services Office will be the central point of control and approval for the development and implementation of guidelines for the reassignment and moving of University equipment and furniture.

### REASON FOR PROCEDURE (O*)

In order to develop, maintain and implement appropriate guidelines for the orderly relocation of University equipment and furniture, a central source for approval must be in place.

### RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

Office of Finance & Administration

**RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)**

Facilities Management  
Florida International University  
11200 S.W. Eighth Street, CSC 220  
Miami, Florida 33199  
Telephone Number: (305) 348-4001

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For any questions or comments, the “Document Details” view for this procedure online provides complete contact information.

R = Required  
*O = Optional