



University Community (faculty, staff and students)

SUBJECT (R*)	EFFECTIVE DATE (R)	PROCEDURE NUMBER
REQUEST FOR MOVING UNIVERSITY EQUIPMENT AND FURNITURE	March 2005	520.005f

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.

<p>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)</p> <p align="center">Office of Finance & Administration</p> <p>RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)</p> <p align="center">Facilities Management Florida International University 11200 S.W. Eighth Street, CSC 220 Miami, Florida 33199 Telephone Number: (305) 348-4001</p>	<p>The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at http://policies.fiu.edu/.</p> <p>For any questions or comments, the “Document Details” view for this procedure online provides complete contact information.</p>
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R = Required *O = Optional