

USF SELF SERVICE COPY/ PRINT PROGRAM

MRC COPY CENTER

COPIER MOVE REQUEST FORM



UNIVERSITY OF
SAN FRANCISCO

All boxes need to be filled out prior to Copy Center technician moving any Equipment.

***Requesting Department is responsible for all costs (i.e. network installation/activation, electrical requirements, transportation fees, etc.) associated to this move request.**

A. For Department Use: Complete the section below. Send the completed form to copycenter@usfca.edu and CC: purchasing@usfca.edu

Requestor:	
Department:	
FOAP:	
Email & Phone #:	
Copier ID:	
Copier Requested Move Date:	
Is this move Temporary or Permanent?	
New location (Include Building & Room#)	
Copier Estimated Return Date:	
Comments:	

B. For Copy Center Use: Complete the section below. Send the completed form to Purchasing and Ancillary Services at purchasing@usfca.edu

Date of site check:	
Does the area meet the necessary Space Requirements?	
Do stairs or elevators need to be used for the move? (
Are electrical outlets accessible?	
Data Port#:	
Subnet Mask #:	
vLAN #:	
MAC Address:	
Does Facilities need to be notified for any obstacles?	
Start & End meter read: Before & After copier moves	
Comments:	

**C. For Purchasing Use: Complete sections below AND open a ticket with ITS and Facilities if needed.
Purchasing to schedule move and confirm date with Copy Center.**

ITS Ticket #:	
Has ITS activated port?	
Facilities work order #: (If necessary)	
Has facilities completed work order?	
Has the Requestor been notified of the scheduled move?	
Pull Pharos report with usage FY YTD:	
Update Master list with new location:	
If Permanent, what is the new Copier ID tag:	
Comments:	

D. For Copy Center Use: Complete sections below AFTER move has been completed, include Purchasing if necessary.

Set up Copier on Pharos:	
Pharos setup completed?	
Request CSGold ID (if necessary):	
CSGold steps completed?	

E. For Purchasing Use: Complete sections below AFTER move has been completed, include Copy Center if necessary.

Confirm Print, Copy, Scan & Fax received successfully?	
Confirm Copier ID Balances with all internal systems: One Card, Pharos, CBORD, CSGold	