



Room Occupant/Function Change Request Form

In an effort to maintain an accurate facilities inventory as required by the Texas Higher Education Coordinating Board (THECB), any changes in room occupant or function (including title changes) must be pre-approved by the immediate supervisor, respective dean or vice president, and CFO. Following approval, this information will be forwarded to physical plant for relocation of personal effects, OIT for relocation of technology, and HR for directory updates. Furniture moves are generally not permitted.

Date: _____ Is this request to move only equipment (not an employee)? Yes No

Employee being relocated (leave blank if moving only equipment): _____

Current building and room number: _____ Extension: _____ OR check here if a new hire:

New building/room number: _____ Computer tag number: _____

Current department/discipline: _____

Has the employee's title changed? Yes No If yes, what is the new title? _____

Has the employee's dept changed? Yes No If yes, what is the new dept? _____

For rooms without an occupant only (room function change e.g., office to conference room):

Current room use: _____ New room use: _____

This section must be completed unless the request is solely to move equipment.

Functional category/%: _____ / _____ % CIP/%: _____ / _____ %

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*If listing two or more functional categories or CIPs, percentages must equal 100%.
Refer to Appendix G, Functional Category Codes, and THECB Degree Program Inventory under the
Room Changes and Coding tab at <http://www.tamui.edu/adminis/vpfinance/> for additional information.*

Supervisor: _____ Ext: _____ Date: _____

Dean/VP: _____ Date: _____
(If applicable)

CFO: _____ Date: _____

Internal use only

Room type: _____

Date entered into database: _____ By: _____