



# 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: \_\_\_\_\_

Former employee in this location: \_\_\_\_\_

Where is this employee now?  Resigned  Sharing office  Moving to new office: \_\_\_\_\_

Employee's title: \_\_\_\_\_ Department/discipline: \_\_\_\_\_

Job duties: \_\_\_\_\_

### 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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Functional category/%: \_\_\_\_\_ / \_\_\_\_\_ % CIP/%: \_\_\_\_\_ / \_\_\_\_\_ %

*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.*

**This form requires an original or electronically time stamped signature. Typed in signatures will not be accepted.**

Supervisor: \_\_\_\_\_ Ext: \_\_\_\_\_ Date: \_\_\_\_\_

VP: \_\_\_\_\_ Date: \_\_\_\_\_  
(REQUIRED)

CFO: \_\_\_\_\_ Date: \_\_\_\_\_

### Internal use only

Room type: \_\_\_\_\_ Date entered into database: \_\_\_\_\_