

New Location Request Form

Instructions:

1. Complete all fields
2. Forward to Kathy Proch, Associate Controller, UTDC 214
Or fax at (412) 268-7068

Requestor's name: _____ **Phone:** _____
Andrew ID: _____
Requestor's department: _____

Reason for establishing new location:

New Location Information:

Description _____
Name of Organization _____
Building _____
Floor _____
Office Number _____
Country _____

Is there a location that is already set up for this organization? _____

If answer to previous question is yes, please provide information regarding location:

Description _____
Name of Organization _____
Building _____
Floor _____
Office Number _____
Country _____

Once the new location is set up, the new location name will be emailed to the requestor. If you have any questions completing this form, please call Kathy Proch at 8-5158.

Authorizing Business Manager's signature: _____
Date: _____

Office Use Only:	
Location set up completed by: _____	Date: _____
Disabled location: _____	Date: _____