

**Purpose of this Form:** To request the creation, disabling, or adjustment of a location for purchase order shipments.

### Requestor Information

Requestor's Name: \_\_\_\_\_ Andrew ID: \_\_\_\_\_  
Requestor's Department: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Purpose of Request: \_\_\_\_\_

### Location Information

#### Existing Information:

Location Name (as shown in Oracle): \_\_\_\_\_

#### New Information:

Department: \_\_\_\_\_  
Building Name: \_\_\_\_\_  
Floor Number: \_\_\_\_\_ Office Number: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Country: \_\_\_\_\_

### Department Business Manager Authorization

Preparer \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Finance Division Use Only

Completed by: \_\_\_\_\_  
Date: \_\_\_\_\_

Submit completed form to the Business Systems  
Help Desk at [orclhelp@andrew.cmu.edu](mailto:orclhelp@andrew.cmu.edu).