

# PEPPERDINE UNIVERSITY – WAREHOUSE SERVICES MOVING SERVICES REQUEST

## REQUESTOR FILL OUT

Name \_\_\_\_\_ phone \_\_\_\_\_ Department \_\_\_\_\_ Date \_\_\_\_\_

Requested week of \_\_\_\_\_ thru \_\_\_\_\_ Location \_\_\_\_\_

Move description (please provide as much information as possible and add a page if needed): \_\_\_\_\_

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Inventory of materials/furniture to be moved (crucial for initial evaluation and scheduling, insufficient info. could delay your request):

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Approved by: \_\_\_\_\_ Title: \_\_\_\_\_

(Please note: A C2C requisition may be required if mileage or overtime charges become required)

## MOVERS NOTES

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Please email Request to [moving.services@pepperdine.edu](mailto:moving.services@pepperdine.edu)  
For Emergency Changes call Ext. 6624  
Moving Services is no longer receiving Request via Fax