



Administrative Form WHS-F401  
RELOCATION REQUEST FORM

1. Relocation Request Form must be received by the Warehouse at least two (2) weeks in advance of the deadline for the move.
2. Email this completed form to: [warehouse@washoeschools.net](mailto:warehouse@washoeschools.net) and [julie.butler@washoeschools.net](mailto:julie.butler@washoeschools.net)
3. List quantities and descriptions of all items to be relocated, including all asset tag numbers. Items not listed below when driver arrives will not be picked up.
  - a. Be advised: The warehouse cannot be held responsible for the repair or replacement of items in the event that damage occurs during transit.
4. Please refer to the Relocation Request Guidelines on How to Prepare for Moves.

Move From: \_\_\_\_\_  
(Name of School/Department, Contact Name, Phone #)

Move To: \_\_\_\_\_  
(Name of School/Department, Contact Name, Phone #)

Request Date: \_\_\_\_\_ Deadline Date for Move: \_\_\_\_\_

All Relocation Requests are done as time allows and on a first-come, first served basis, accommodating the deadline dates unless unforeseen circumstances occur.

- LABEL ITEMS TO BE MOVED WITH CONTACT NAME AND LOCATION OF FINAL DESTINATION
- EMPTY ALL FURNITURE, DESKS, FILE CABINETS, WARDROBES, ETC.
- NO BOXES HEAVIER THAN 50 LBS.

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**To Be Completed by Warehouse Staff**

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_  
(First/Last Name)