

Equipment Move Policy & Fee Schedule

Qualifying Equipment

All equipment (including laptops, towers, monitors, and local/network printers) qualifies for an equipment move per the fee schedule outlined below. Mice, keyboards, speakers, cables, and scanners are eligible to be moved as well, but only if they are part of the workstation being moved.

Requesting an Equipment Move

Request an equipment move by calling the Help Desk at (937)299-3888 or emailing pchelp@notes.udayton.edu. Please provide at least 5 business days notice for your move request.

When placing your request, you will need to provide the following information:

- Tag number(s) for all tagged equipment
- Current location of equipment (including office room numbers)
- Location to which equipment will be moved (including office room numbers)
- Phone number for the individual requesting the equipment move
- Account number to which fees should be charged

Equipment Change Forms **must** be completed for each piece of tagged equipment (the equipment change form is located under the "IT Service Support" heading @ <http://community.udayton.edu/provost/it/policies>)

<u>Fee Schedule</u>	
Individual Equipment Move Pricing	Tower/Laptop/TV \$20
	Monitor/Printer/scanner \$10
Equipment Move within Same Building	\$30 per workstation (computer, peripherals, and 1 local printer)
	\$50 per network printer
Equipment Move to a Different Building	\$50 per workstation (computer, peripherals, and 1 local printer)
	\$50 per network printer

***Equipment move fees only cover the disassembly and reassembly of local workstations**