



## DELIVERY LOCATION ADD/CHANGE

**Instructions:** Use this form to add or change internal delivery location information.  
Return to Purchasing Office, SH-125, when complete. Requester will be notified when change has been entered into system.

**" Add New Location:**

*All fields are required.*

Department: \_\_\_\_\_

Building: \_\_\_\_\_

Room: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

**" Change Location Information:**

*Location Code and Effective Date are required, complete other fields according to the changes needing to be made.*

Location Code: \_\_\_\_\_

Date Change Should Take  
Effect: \_\_\_\_\_

New Department: \_\_\_\_\_

New Building: \_\_\_\_\_

New Room: \_\_\_\_\_

New Phone: \_\_\_\_\_

New Fax: \_\_\_\_\_

Requester (print) \_\_\_\_\_ Signature \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

**Return to Purchasing Office, SH-125**