

Tracking Number: \_\_\_\_\_

Date: \_\_\_\_\_

**REQUEST FOR MOVES, ADD, CHANGES**

**Type of Request:**

Check all that apply:

Move

New Space

Parking

From: \_\_\_\_\_

\_\_\_ Beaudry Building

To: \_\_\_\_\_

\_\_\_ Outside Facility

**Requestor**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Department / Division: \_\_\_\_\_

Building: \_\_\_\_\_ Floor: \_\_\_\_\_ Office/Cube #: \_\_\_\_\_

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

Director/Administrator approving request: Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Division Head approving request: Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Short Description of Request**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Additional Information Attached:  Sketch attached:  Board Resolution:  Location Code: \_\_\_\_\_

**Requested Completion Date**

**Funding Line**

GL Account	Fund	Funct. Area	Cost Center	WBS

**Complete above portions only and deliver to:**

Space Planning, LAUSD Asset Management Branch  
 333 S. Beaudry Ave., 23rd Floor, Los Angeles, 90017

[spaceplanning@lausd.net](mailto:spaceplanning@lausd.net)

Fax: 213-241-8385

**PART 2 (after initial submission)**

Distribution:

Space Planning Authorization to Proceed:

ITD Voice:

ITD Data:

X: \_\_\_\_\_

Move Coord.:

Morlin:

Name: \_\_\_\_\_ Yekaterina Boyajian

Title: \_\_\_\_\_ Director