

Moving?

If you or your area is moving to a different location on campus, please see the information below.

Individuals moving to a new address on campus

Personal Information

If you are moving to a new campus location, Please update your Personal Information in:

EKU Direct

--- Personal Information

--- Directory Profile Update

--- Please choose from the drop down Campus Address menu.

Mail Information

Also, please email Leslie Powell, Manager of EKU Mail Services leslie.powell@eku.edu.

She will document a change of address in Mail Services so your mail with your old address will be forwarded to your new address.

Departments moving to a New Area

Mail Information

Please email Leslie Powell, Manager of EKU Mail Services leslie.powell@eku.edu at least 2 weeks prior to the move to receive your new **MAIL DROP ADDRESS**. You will need this to complete your Personal Information update in EKU Direct.

Also, please provide Leslie with a list of all individuals that are moving to the new location.

She will document a change of address in Mail Services so your mail with your old address will be forwarded to your new address.

She will also update the mail delivery schedule.

Personal Information

If your entire area is moving to a new location, everyone should update their **Personal Information in EKU Direct** — see instructions above.

Please enter the new **Mail Drop Address** provided by EKU Mail Services — see above.

Printing Information

Please correct or reprint any business items like Envelopes, Business Cards and Brochures.

Copier Information

If you have a **University Kyocera Copier**, these machines are leased and **can only be moved by Commonwealth Technology**.

Copier Move Form

 ---- Available on the EKU Web Page — Forms <http://forms.eku.edu>

Please complete the form and send it to **Richard Tussey, Director of Auxiliary Services** richard.tussey@eku.edu

He will contact Commonwealth Technology to coordinate the copier move.

Please do not move the copier yourself or ask EKU Facility Staff to move it!

Purchasing Banner Information

Please email adm.purchasing@eku.edu to change your departmental “ship to” code in Banner.

Include the current ship to code with the new delivery address.

Facilities Service

For University assistance in moving your office furniture, please create a **Footprints work order** to request Facilities Services Moving Crew to move departmental furniture and supplies.

Boxes for Moving

EKU Printing Services will provide free extra boxes when available.

New Paper Cartons (11x17) are available for \$1.50 each.