

**PSU Moving Information Form**

Please fill in the lines marked with bullets.

Please fax to Doug Hendershot @ 814-865-3028 or via email to drh222@psu.edu

• 1. MOVING EMPLOYEE: \_\_\_\_\_

2. OTHER HOUSEHOLD MEMBER (SPOUSE OR DOMESTIC PARTNER)  
NAME: \_\_\_\_\_

• 3. HOME PHONE NUMBER: \_\_\_\_\_

• 4. OFFICE/CELL PHONE  
NUMBER: \_\_\_\_\_

• 5 MOVING FROM: \_\_\_\_\_

Street

• \_\_\_\_\_

City

State

Zip Code

• 6. MOVING TO: \_\_\_\_\_

Campus/Area

• 7. ESTIMATED MOVING DATE(S): \_\_\_\_\_

8. EST. FROM\_\_ HOY\_\_ PARKS\_\_ WHALEN\_\_ WILLIAMS\_\_ LYTLE  
\_\_HOLMAN\_\_ CORRIGAN

9. MOVING LINE USED: \_\_\_\_\_

10. CALLED EMPLOYEE ON: \_\_\_\_\_

11. DATE NOTIFIED MOVING LINE: \_\_\_\_\_

• 12. ALLOWED EXPENSES BY DEPT: \_\_\_\_\_

• E-MAIL: \_\_\_\_\_

13. COMMENTS: \_\_\_\_\_

\_\_\_\_\_

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• 17. DEPARTMENT CONTACT: \_\_\_\_\_

• 18. DEPARTMENT PHONE: \_\_\_\_\_

• 19. DEPARTMENT FAX: \_\_\_\_\_