



<u>Item</u>	<u>Routing or Request</u>	<u>Approval Authority</u>
Telephone service (new installations, revisions, removals)	Through admin. channels to Director, Information Systems & Services	Vice President, Research, Effectiveness, & Information Technology
Moving of partitions or doors or changing the size, shape or use of building spaces	Through admin. channels to Vice President, Finance & Administration to President	President
Transfer of classroom furnishings and equipment (chairs, desks, tables, etc.)	Through admin. channels to Vice President, Instruction	Vice President, Instruction
Transfer of non-classroom furniture and equipment <u>among</u> instructional divisions and administrative offices	Through admin. channels to Vice President of area	Vice President of area
Transfer of non-classroom furniture and equipment <u>within</u> instructional divisions	Through admin. channels to Dean/Director	Dean
Keys/Card Access for Buildings: Grand Master Keys	Through admin. Channels to Vice President, Finance & Administration to President	President
Building Master Keys	Through admin. Channels to appropriate Vice President	Vice President
Office, Classroom Keys	Through admin. channels to Dean/Director	Dean or Director (in non-instructional areas)