

Equipment Move Form

County Site Name							
TxDMV Only							

Use this form for all workstation move requests, including moves due to office relocations.

A separate form must be submitted for each location.

County Name		
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TxDMV Only						
Date Received						
Ticket Number						
VTR Approval Date						

Is move assistance

needed? (yes/no)

Instructions

Is cabling needed?

This form should be used for all RTS workstation move requests and office relocation requests regardless of whether move assistance is needed. Move assistance will be provided at a cost; a quote will be provided to you. For your convenience, this is a fillable form that can be easily populated on your computer. Submit completed forms via email to RTS-Workstation-Allocations@TxDMV.gov and copy your regional service center manager. Additional information can be found in the County Equipment Guide located on the TAC Information Hub at http://www.TxDMV.gov/tax-assessor-collectors.

Workstation M	love – Current R	ΓS Workstation S	ite (wor	kstation m	oves, not complete i	moves to new build	lings; 2 week notice)					
County Contact Name				Phone Nun	nber	Additional/Cell Phone Number						
Additional Contact (knowledgeable w/IT infrastructure, if assisted move)				Phone Nun	nber	Additional/Cell Phon	e Number					
Specific Site Name				1		ı						
Site Address			City			State TX	Zip					
Email Address	Email Address					Additional Contact Email Address						
Workstation M	love – New RTS \	Workstation Site										
County Contact Name				Phone Nun	nber	Additional/Cell Phon	Additional/Cell Phone Number					
Additional Contact (knowledgeable w/IT infrastructure, if assisted move)				Phone Nun	nber	Additional/Cell Phone Number						
Specific Site Name				•		•						
Site Address						State TX	Zip					
Contact Email Address					Additional Contact Email Address							
Workstation In	formation (add ad	dditional page, if ned	cessary)									
Workstation Control Point R + 7 digits	Serial Number CPU	Serial Number Printer		/ Asset Tag CPU	TxDMV Asset Tag Printer	Does workstation have a cash drawer?	Will cash drawer need to be mounted under desk?					

If yes, how many?

Tentative move

date

Specific Site Name City	Office Move – Current Site													
Site Address City State TX Zip Z	County Contact Name					Additi	Additional County Contact (knowledgeable w/IT infrastructure)							
Email Address Phone Number Cell Phone Number Office Move — New Site County Contact Name Additional Contact (Innowledgeable w/lT infrastructure, if assisted move) Phone Number Additional Contact (Innowledgeable w/lT infrastructure, if assisted move) Phone Number Additional Contact Email Address City State TX Zip Contact Email Address Workstation Information (please use additional forms if needed) Workstation Information (please use additional forms if needed) Control Point R+7 digits CPU TX Do you need move assistance? (yes/no) Please Note: Counties will be charged for assisted moves. Please Note: Counties will be charged for assisted moves. New Sites require the installation of a circuit line; however, the line cannot be ordered until four requirements are in place: backboard, ground wire, conduit, and electricity. Once the line is ordered, there is a minimum 30 working day lead time for installation. Please meet with your IT professionat onesure these lems are in place. New Sites require the installation of a circuit line; however, the line cannot be ordered until four requirements are in place: backboard, ground wire, conduit, and electricity. Once the line is ordered, there is a minimum 30 working day lead time for installation. Please meet with your IT professionat onesure these lems are in place. New Site Information (for Office Moves only) New Site Requirements Is requirement in place? (free, yes/no) Requirement will be in place Octobulge is if yes, how many cable drops Fleetricity Conduit Fleetricity Fleetricity Fleetricity Fleetricity Fleetricity Fleetricity	Specific Site Name													
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Control Point R + 7 digits Serial Number CPU Printer TXDMV Asset Tag CPU Tag Printer TxDMV Asset Tag Printer TxDMV Asset Tag Printer TxDMV Asset Tag Printer Txpmv is a cash workstation have a cash drawer?	Workstation	Informati	on (please	use additional forms i	f neede	ed)								
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