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To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] PDC Campus Moves Fiscal Year-End (FYE) Timeframe
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Attachments: [ATT00001.txt](#)



Partners in Campus Business Operations PDC Campus Moves Fiscal Year-End (FYE) Timeframe

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Sent On behalf of: Planning Design and Construction – Campus Moves

Hello Campus Community,

Do you need to relocate faculty/staff? Purchase or move office furniture? Remove furniture to surplus? Please note the following fiscal year-end timeframes for campus moves.

<i>PDC Campus Moves Fiscal Year-End (FYE) Timeframe</i>	
Feb 10	Last Day to submit reconfiguration requests that will include the order of NEW furniture . Last Day PDC can order NEW furniture with outside vendors is March 6 th .
Apr 03	Last Day to submit reconfiguration requests with existing or surplus modular furniture. Only Furniture Moves without reconfiguration will be accepted after this date.
May 01	New Campus Move Requests will not be accepted between May 1 – July 1. Any new requests will be addressed after July 01, 2023

You can review general moves process timelines at <https://www.csusm.edu/pdc/campus-moves/index.html>, and/or submit your online Campus Moves Request. Please email pdc@csusm.edu with any questions.

Thank you,

Campus Moves Team

PDC Office

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