

MACD Form Instructions

Use this form to:

- **Move:** initiate a request for Xerox to update asset records if customer moved a device.
- **Add:** this is not applicable for the university Xerox program.
- **Change:** defined as any request the client coordinate for a physical change to the device such as accessory, firmware, SW, NIC Card, etc.
- **Dispose/Removal Process:** is for the client to initiate a request for Xerox to dispose of a device in the system after the device is removed. This results in Final meter read recorded, device moved to out of scope with status of removed.
- **Please make sure you provide your Serial number and Asset # on the form.**

Upon receipt of this form, a Xerox representative will contact you to discuss the request and capture the appropriate information needed to complete the action.

Note: Simple Data Changes, such as simple information changes to an asset record (key device contact, network information, retroactive moves, etc.) can be requested on the form (note these changes in the comments field), by calling the Xerox Helpdesk directly at (855) 249-4213, or by emailing XeroxRequest@umich.edu.