TechBuy Guidelines for Entering Requisitions for Departmental Moving Expenses

The following guidelines are intended to provide assistance for individuals entering requisitions for departmental moving expenses in TechBuy. The Purchasing Department has made every effort to ensure that the guidelines are in compliance with university operating policies. However, in the event of conflict between these guidelines and operating policies, the operating policies shall prevail.

Departmental moves are subject to university bidding requirements, unless you use a contracted vendor:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Contract (if applicable)</th>
<th>Transit Company</th>
<th>Contact Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Armstrong Moving and Storage Inc #C05138</td>
<td>E&amp;I CNR-01267</td>
<td>United Van Lines</td>
<td>Larry Winton <a href="mailto:lwinton@armstrongts.com">lwinton@armstrongts.com</a> or 800-658-9779 x 2111</td>
</tr>
<tr>
<td>Berger Transfer and Storage Inc. #C05139</td>
<td>E&amp;I CNR-01265</td>
<td>Allied Van Lines</td>
<td><a href="mailto:markm@bergerallied.com">markm@bergerallied.com</a> or 1-800-678-3980</td>
</tr>
<tr>
<td>Graebel Companies #C05140</td>
<td>E&amp;I CNR-01258</td>
<td>Graebel Companies</td>
<td><a href="mailto:jonathancutlip@graebel.com">jonathancutlip@graebel.com</a> or 1-800-937-7797</td>
</tr>
<tr>
<td>Mayflower Transit LLC #C05141</td>
<td>E&amp;I CNR-01257</td>
<td>Mayflower Transit</td>
<td><a href="mailto:Elicoop@allegiantmm.com">Elicoop@allegiantmm.com</a> or 1-800-845-6327</td>
</tr>
<tr>
<td>Move Solutions, Inc. #C05142</td>
<td>Buyboard # 390-12</td>
<td>Move Solutions LTD.-Dallas</td>
<td>Pat Zagurski <a href="mailto:pzagurski@movesolutions.com">pzagurski@movesolutions.com</a> or 1-214-630-3547</td>
</tr>
<tr>
<td>Nelson Westerberg #C01652</td>
<td>First Choice Coop- FC831</td>
<td>Atlas Van Lines</td>
<td>Nola Leverenz <a href="mailto:nleverenz@nelsonwesterberg.com">nleverenz@nelsonwesterberg.com</a> or 800-233-1229 x 5243</td>
</tr>
<tr>
<td>North American Van Lines #C05143</td>
<td>E&amp;I CNR-01259</td>
<td>North American Van Lines</td>
<td><a href="mailto:eandi@a-1freeman.com">eandi@a-1freeman.com</a> or 1-800-994-1773</td>
</tr>
</tbody>
</table>

If you prefer, you may also get quotes from other companies, but you will need to be sure to obtain a copy of the vendor’s current insurance certificate and attach it in the Internal Notes and Attachment section.

Enter a requisition using the appropriate form. As stated above, bidding rules apply so use either the Non-Catalog form or the Informal Bid form (between $10,000 and $30,000), or Bid/Request for Proposal Form (above $30,000), depending on the estimated cost.

For transactions in the amount of $0-$10,000
In Purchase Category select “Moving Services.”
In Product Description, be sure to include the dates of move.
In the Description of Goods field, provide information about the scope of the work being done.
In External Notes, list the contract number (shown above) if you have chosen a contract vendor.
Attach copies of the quote in the External Attachments section.
Use account code 7N3041 Moving Expenses Department.

For transactions in the amount of $10,000-$30,000
In Purchase Category select “Moving Services.”
In Product Description, be sure to include the dates of move.
In the Description of Goods field, provide information about the scope of the work being done.
In External Notes, list the contract number (shown above) if you have chosen a contract vendor.
Attach copies of the quote in the External Attachments section.
Use account code 7N3041 Moving Expenses Department.
If you are using the Informal Bid form, enter the chosen supplier, and for Company B and Company C, include the bid information for the two vendors that were not selected.

For transactions greater than $30,000
If you are not using a contracted vendor, please email techbuy.purchasing@ttu.edu to inquire on the RFP process.
In Purchase Category select “Moving Services.”
In Product Description, be sure to include the dates of move.

Rev. 05/01/2015
In the *Description of Goods* field, provide information about the scope of the work being done. In *External Notes*, list the contract number (shown above) if you have chosen a contract vendor. Attach copies of the quote in the *External Attachments* section. Use account code 7N3041 Moving Expenses Department.

**FUNDING NOTES:**
- State funds (FOPs beginning with 11, 12, 13 and 14) cannot be used for departmental moving expenses.
- *If you are using sponsored project funds, be sure to check with the grant accountant prior to submitting the requisition to make sure the services are allowed.*