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TechBuy Guidelines for Entering Requisitions for Departmental Moving Expenses

The following guidelines are intended to provide assistance for departmental moving expenses. The Procurement Services 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 provided in *Operating Policy and Procedure 72.09*, unless you use one of the contracted vendors listed below:

Vendor	Contract (if applicable)	Transit Company	Contact Info
Professional Movers and Rigging Inc. #C14356	Awarded contract from TTU RFP 2018-845	n/a	Cheryl Webb 1-806-745-7671
All Points of Texas #C14434	Awarded contract from TTU RFP 2018-845	n/a	Randy Moore 1-817-275-6888
Dependable Relo #C05138	E&I CNR-01267	United Van Lines	Larry Winton 1-806-535-3484
Armstrong Relocation and Companies #C10019	E&I CNR 01257	Armstrong	John Silvernail 1-800-677-8305
Berger Transfer and Storage Inc. #C05139	E&I CNR-01265	Allied Van Lines	Mark M 1-800-678-3980
Graebel Companies #C05140	E&I CNR-01258	Graebel Companies	Jonathan Cutlip 1-800-937-7797
Mayflower Transit LLC #C05141	E&I CNR-01257	Mayflower Transit	E&I Allegiant ; Bridget Young 1-800-845-6327 Mayflower Website
North American Van Lines #C05143	E&I CNR-01259	North American Van Lines	E&I A-1 Freeman Teresa Gilliam 1-775-373-626 tgilliam@a-1freeman.com

For transactions between \$0 – \$15,000

- ❖ 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 (ensure the contract # is referenced on the quote).
- ❖ Use account code **7N3041** Moving Expenses Department.

For transactions between \$15,000 – \$50,000

If you do not use one of the contracted vendors listed above, you may also request quotes from other vendors as long as the total cost does not exceed \$50,000. The informal bid policy applies so you must solicit at least three (3) or more quotes from the State of Texas Centralized Master Bidders List and HUB Vendors. Quotes must include a detailed scope of work, dates of service, and detailed pricing. Once this step is complete, enter a requisition using the Non-Catalog or Informal Bid form (between \$15,000 and \$50,000) and attach all supporting documentation. **

- ❖ 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 (ensure the contract # is referenced on the quote). Use account code **7N3041** Moving Expenses Department.

When using the Informal Bid form, enter the chosen vendor under Bid for Company A , and include the bid information for the two vendors that were **not selected in Bid for Company B and C.

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 (Funds beginning with 21, 22, or 23), verification from the grant accountant is required prior to submitting the requisition for allowability confirmation.
- The account code is 7N3041: Moving Expenses Department. Departments should verify that there is funding in the 7N3 account pool prior to submitting the requisition.