

TechBuy Guidelines for Entering Requisitions for Employee Moving Expenses

The following guidelines are intended to provide assistance for individuals entering requisitions for employee moving expenses in TechBuy. 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. Because these moves often involve tax issues, departments and employees are encouraged to contact Payroll and Tax Services at 742-3211.

1. To the extent possible, employee moves should be paid directly to a moving company on a PO. The TechBuy requisition will need to be prepared ***in advance of the move***. First, contact one or more moving companies to get quotes for the move. There are several contract companies, but you may also get a “best value” quote from other companies. (Note: Employee moves are exempt from bidding requirements.) The contract movers are as follows:

Vendor	Contract (if applicable)	Transit Company	Contact Info
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
Move Solutions, Inc. #C05142	Buyboard # 390-12	Move Solutions LTD.-Dallas	Pat Zagurski 1-214-630-3547
North American Van Lines #C05143	E&I CNR-01259	North American Van Lines	Paul Stoltenberg 1-800-994-1773

2. Complete a requisition using the Non-Catalog Form:
 - In the ***Purchase Category***, select “Moving Services”
 - In ***Product Description***, be sure to include the dates of move.
 - In ***Description of Goods***, provide information about the scope of the work being contracted.
 - 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.
 - The account code for employee moves should be 7N0001 State Employee Relocation.

Note:

- All house hunting or moving expenses paid directly by the employee will be processed through EOPS in Payroll and Tax Services. For more information on EOPS, please contact the Payroll and Tax Services Department.
- All moving expenses are now taxable to the employee based on the current year supplemental federal income tax withholding rate.
 - Even moves processed through TechBuy will be taxed. Payroll and Tax Services will apply it administratively to the paycheck and notify the person who submitted the requisition.

- For more information about employee moving expenses, please review TTU [OP 72.10](#): Payments for Employee Moving Expenses.

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), be sure to check with the grant accountant prior to submitting the requisition to make sure the services are allowed.*
- For departmental moving expenses, please use account code 7N3041: Moving Expenses Department.