

Checklist for Household & Laboratory Moves

Checklist for the Hiring Department	Checklist for the New Hire
<ul style="list-style-type: none"> <input type="checkbox"/> Determine if Lump Sum Option can work for the new hire <i>-If Lump Sum is not an option-</i> <input type="checkbox"/> Determine moving allowance <input type="checkbox"/> Complete the Request for Moving Expenses Form <input type="checkbox"/> Send Request for Moving Expenses Form to new hire for signature <input type="checkbox"/> Create the BPO and attach completed Request for Moving Expenses Form <input type="checkbox"/> Discuss overages with the new hire <input type="checkbox"/> Update the BPO (if necessary) and attach the moving company estimate <input type="checkbox"/> Once the invoice is submitted in Ariba, department must receive to release funds for payment. 	<ul style="list-style-type: none"> <input type="checkbox"/> Review the Household and Laboratory Move Page <input type="checkbox"/> Sign and return the completed Request for Moving Expenses Form <input type="checkbox"/> Work with the supplier to schedule an estimate <input type="checkbox"/> Send a copy of the moving company estimate(s) to the hiring department. <input type="checkbox"/> Discuss any overages with the hiring department <input type="checkbox"/> If there are overage charges, you can elect to pay the supplier at delivery or via check or credit card within 45 days of invoice.