

Household Moves

Section 1:

What you need to know:

- The Lump Sum Moving Allowance Option is still the preferred method for all moves;
- Only the Blanket Purchase Order (BPO) module in Ariba can be utilized for moves;
- Please use the state contracted supplier UNITED VAN LINES LLC V#219938 when creating your order in Ariba;
- Maximum weight of 16,000 pounds (including packing material)
- Reasonable packing charges and unpacking charges for up to 16,000 pounds
- Anything over 16,000 lbs. must be on a discretionary budget;
- One extra stop at origin or destination (within 35 miles of origin or destination
- Intrastate storage-in-transit (SIT) for 90 calendar days or less (exceptions may be authorized by the Washington State Office of Financial Management (OFM) prior to the move)
- Submit the order a minimum of 14 days prior to the actual move date to eliminate expedited move fees;
- The moving company will provide one estimate if the move is under 16,000 lbs. and two estimates if over; and
- Actual moving expenses may differ from the estimate provided by the supplier.
- Insurance coverage up to a maximum of \$75,000 for Intrastate and \$100,000 for Interstate and International Household goods moves
- Do not include any non-allowable items listed on the [Allowable and Non-Allowable Items](#) page.

Section 2:

What you need to do:

Checklist for Hiring Department	Checklist for New Hire
<ul style="list-style-type: none"><input type="checkbox"/> Determine if Lump Sum Option can work for the new hire<li style="text-align: center;"><i>-If Lump Sum is not an option-</i><input type="checkbox"/> Review the Allowable and Non- Allowable items;<input type="checkbox"/> Understand the insurance coverage as stated in the state contracts for moves;<ul style="list-style-type: none">• In state moves: https://apps.des.wa.gov/DESContracts/Home/ContractSummary/01813• Out of state moves: https://apps.des.wa.gov/DESContracts/Home/ContractSummary/00112<input type="checkbox"/> Determine moving allowance amount<input type="checkbox"/> Complete a Request for Moving Expenses Form<input type="checkbox"/> Have the new employee sign the form and return to the department<input type="checkbox"/> Submit a Blanket Purchase Order (BPO) in Ariba when ready and attach the completed and signed Request for Moving Expenses Form<input type="checkbox"/> Review the estimate with the new employee and determine if there will be overages the employee will be responsible for<input type="checkbox"/> Attach estimate(s) to the BPO once received	<ul style="list-style-type: none"><input type="checkbox"/> New hire reviews the Moving Expenses page<input type="checkbox"/> New hire sign and return the completed Request for Moving Expenses Form<input type="checkbox"/> New hire work with the moving company to schedule an estimate<input type="checkbox"/> New hire work with the supplier to schedule an estimate<input type="checkbox"/> New hire review and send the estimate back to the hiring department<input type="checkbox"/> New hire discuss any overages to clarify financial responsibility with the hiring department<input type="checkbox"/> If there are any overage charges, the new hire can elect to pay the supplier at delivery or via check or credit card within 45 days of the invoice

- [Receive](#) the invoice in Ariba after it has been submitted
- The new hire will be billed by the supplier for any overages in moving costs not covered by the BPO

- The mover will ask the new hire to sign and date documents including:
 - Bill of Lading:
The bill of lading indicates the contractual provisions; all known charges, the preferred arrival date at the new hire's new location, and must indicate the empty (light) weight of the vehicle prior to loading the goods.
 - Inventory Sheet:
The inventory sheet identifies all of the new hire's goods being shipped and the true condition at time of loading. The new hire, or their designate, should be on site the entire time the goods are being packed and loaded. In case of loss or damage, the detailed accuracy of this inventory sheet will be important
 - Difficult Access Charge Sheet (optional):
The difficult access charge sheet or "accessorial charge

	<p>sheet" describes additional costs incurred because the moving truck is prevented from getting near the home, or stairwells, alleys, elevators, or other obstacles that could slow or interfere with the packing and loading of the household items.</p>
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