

Laboratory and Office Moves

Section 1:

What you need to know:

- No weight limit
- No insurance limit, insurance deemed as necessary
- Only the Blanket Purchase Order (BPO) can be utilized for moves;
- Use the contracted supplier Corporate Moving Services (Subcontractor of United Van Lines) when creating your order;
- Actual moving expenses may differ from the estimate provided by the supplier.

Section 2:

What you need to do:

Checklist for Hiring Department

- Review the Allowable and Non- Allowable items (link);
- Understand the insurance coverage as stated in the state contracts for moves:

Contract: <https://www.eandi.org/contracts/unigroup/>
Contact Information:
CMS Relocation & Logistics (Subcontractor for United Van Lines)
Phone: 253-437-3434
Contact: Sofia Marr
- Complete a Request for Moving Expenses Form (link)
- Submit a Blanket Purchase Order (BPO) (link) when ready and attach the completed and signed Request for Moving Expenses Form
- Review the estimate with the new employee and determine if there will be overages the employee will be responsible for
- Attach estimate(s) to the BPO once received
- Receive the invoice after it has been submitted (link)