

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) 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;
- 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:
 - 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>
- Complete a Request for Moving Expenses Form (link)
- Submit a Blanket Purchase Order (BPO) (link) in Ariba 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)