**Quick Guide to Relocation Services**

**Overview**

- All moves (household, department, office, lab, etc.) must obtain at least one binding estimate or not to exceed estimate from our contracted companies.
- Departments can initiate a purchase requisition to the contracted companies listed below.

**The contracted moving companies are:**

**United Van Lines**
Johnson Storage and Moving, Acme (vehicles), and Baron (International).
(720) 220-5419
Libby Bland
lbland@johnson-united.com

**Mayflower Transit**
Buehler Movers and Acme (vehicles)
(303) 336-9461
Ellen Leary
eleary@buehlercompanies.com

Both companies can provide in-state, out of state, international, laboratory and vehicle moves.

Direct questions about contracted moving services to Jim Frantz at 970-491-1880,
james.frantz@colostate.edu

For more information check Procurement Services website-
http://www.procurement.colostate.edu/procurement/moving.aspx

Direct questions for reimbursement to Terri Bedan at 970-491-6021, terri.bedan@colostate.edu.
For more information on reimbursement for Self-move or moving guides. See Travel Services website under Travel and moving info and Guide tab at
http://busfin.colostate.edu/Depts/TravelSvcs.aspx?heading=3
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There are three (3) options for household moves:

**Option #1: Use one of our contracted vendors**

The University issues a Purchase Order on behalf of the moving party and no reimbursement is required by the new faculty/staff member. Once you have your binding estimate, forward it to your department. The department will initiate a purchase requisition in KFS. Any amount over the allowable moving expense will be paid by the new faculty or staff member. Cashier’s check on the day of the move or 48 hours ahead of time by credit card are allowable payment options. If the binding estimate is over the allowable moving amount, please contact your department business officer for guidance.

**Option #2: Self Move**

Use of UHaul, Pod, storage, freight companies or other moving expenses. All expenses are borne by the new staff or faculty member and reimbursement documents must be submitted to the department. Reimbursement occurs after the individuals start date.

**Option #3: Mix of both 1 & 2**

The University will issue a Purchase Order to one of the contracted vendors for allowable moving expenses. If there are remaining relocation needs, the use of other services outside of the contracted vendor for reimbursement are acceptable such as Uhaul, pod storage, freight company charges, packing materials, house hunting, etc. See Travel Services website under Travel and moving info and Guide tab at [http://busfin.colostate.edu/Depts/TravelSvcs.aspx?heading=3](http://busfin.colostate.edu/Depts/TravelSvcs.aspx?heading=3) for more info on reimbursement.

Direct questions for reimbursement to Terri Bedan at 970-491-6021, terri.bedan@colostate.edu.