

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.
- Campus users will create a purchase requisition in the Kuali Financial System from an estimate with one of the contracted companies listed below.

Contracted moving companies:

United Van Lines

Johnson Storage and Moving, Acme (vehicles), and Johnson International (International moves)

(720) 220-5419

Libby Bland lbland@johnson-united.com

Mayflower Transit

Buehler Movers and Acme (vehicles)

(303) 336-9461

Ellen Leary eleary@buehlercompanies.com

PODS Enterprises, LLC

Container Shipments, Acme (vehicles)

(888) 339-7637

Relocation Team, relocation@pods.com

Please reference, National Program ID: 163750794 and Promo Code "OMNIARELO"

United and Mayflower can provide in-state, out of state, international, laboratory relocation services and vehicle moves.

PODS can provide in-state and out-of-state moves including Hawaii. International moves are currently limited to Canada.

Contracted moving service questions are managed by **Ana Navar** in Procurement Services at (970) 491-4479, ana.navar@colostate.edu.

Reimbursement questions are managed by **Terri Bedan** in Travel Services at (970) 491-6021, terri.bedan@colostate.edu. Please review Travel Service's moving pocket guide and moving reimbursement checklist for more information at <http://busfin.colostate.edu/Depts/TravelSvc.aspx?heading=3> within the Travel and Moving Information and Guides tab, section Moving Guides.

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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 unless any portion of the expense exceeds the travel reimbursement allowance displayed on an offer letter. Forward the binding estimate to your hiring unit once you have the information. The hiring department's administrative support team will create a purchase requisition in our financial system. A purchase order must be issued prior to service not to exceed the moving allowance.

Contracted vendors require direct payment from the incoming employee for any amount over their moving allowance prior to the date of service. A cashier's check presented on the day of the move or 48 hours ahead of time by credit card are allowable payment options. Please contact your department for guidance if the binding estimate is over the moving allowance and you have questions.

Option #2: Self-move

Use of U-Haul, non-contracted freight companies, and other up front moving expenses paid directly by incoming employees are eligible for reimbursement up to the total moving allowance identified on an offer letter. Receipts and proof of payment must be submitted to the department for processing. Reimbursement occurs after the incoming employee's start date.

Option #3: Combination of Option #1 and Option #2

The University issues a Purchase Order to a contracted vendor for transporting household goods or hauling a vehicle, and remaining expenses for other relocation needs are reimbursed up to the total moving allowance listed on an offer letter.