

**The University of Memphis
Specification Sheet for Local Moves**

Requisition Number: _____ Contact Person: _____ Date: _____

Department: _____ Phone Number: _____

Desired Move Date: _____ Budget Account: _____

Moving From

Building _____ Floor _____

Rooms: _____

Loading Dock? Yes No

Adjacent Parking? Yes No

Elevator? Yes No

Stairs? Yes No

Items to be moved:

Moving To

Building _____ Floor _____

Rooms: _____

Loading Dock? Yes No

Adjacent Parking? Yes No

Elevator? Yes No

Stairs? Yes No

Special Requests:

Need Boxes? Yes No

Tape? Yes No

Labels? Yes No

If packing services are needed, approval is required by the individual responsible for the designated budget account.

Approved by: _____ Date: _____

Departmental Procedures

- Complete this specification sheet detailing all requirements that may affect the move.
 - ✓ If estimated cost is less than \$5,000, allow at least 14 days prior to anticipated move date.
 - ✓ If estimated cost is \$5,000 or more, allow at least 4 weeks prior to anticipated move date.
- Enter on-line requisition **using account number 74986** and submit this specification sheet to Procurement Services.
- For moves where the estimated cost is less than \$5,000, Procurement Services will solicit a minimum of four (4) estimates by sending the department's specification sheet to moving services firms currently under contract (names of firms available on-line at the Contracts and Blanket Orders link of the Purchasing Web page <http://bf.memphis.edu/theipi/umcontracts.php>).
- The department will be responsible for coordinating moving requirements and the contact person stated above shall be available to meet with the contractor if a site visit is needed to complete estimate. If after a site visit, the requirements of the specification sheet change, Procurement Services must be notified so that all interested contractors receive an updated specification sheet.
- Interested contractors will submit their estimates to Procurement Services.
- Procurement Services will issue a purchase order to the selected contractor.
- Upon completion of the moving services, the department should forward an approved invoice to the Accounting Office for payment.
- Call the Procurement Services at extension 2265 if you have questions or require assistance.