

## Departmental Household Moves Checklist for University Contract

Notes: Please allow adequate time to plan the move and ensure proper approvals are obtained.

1. Obtain from department administration the budget amount for moving expenses
2. Create a requisition via UShop using the Non-Catalog form and include the following information, regardless of cost:
  - The name of the person moving
  - The city and state or country of origin
  - Phone number and e-mail address of the person to be contacted
  - Any dollar limits you would like to impose
  - The contracted vendor name of “Bailey’s Moving & Storage”
  - Click “Yes” on the bottom section of the form titled “Purchasing Department Details”
  - Inform the new hire that a Bailey’s representative will be contacting them to arrange a site visit.
3. Recommend that new hire maintain homeowners or renter’s insurance on their personal belongings during the move. Please note: the University of Utah provides no insurance on personal belongings. Contact Bailey’s at 801-296-7453 for details of insurance coverage they provide.
4. Please note that if storage or a 2nd car is included on the estimate, as per University policy 3-032, a cognizant signature of approval will be required for that portion of the estimate from your Vice President. This also applies to any other exceptions to policy.
5. Once Bailey’s estimate has been emailed to you by Purchasing, send a follow up email back to the buyer approving the dollar estimate amount to allow the purchase order to be placed.
6. Coordinate with Travel and Reimbursements Services to complete any forms needed to accommodate the travel of the new faculty or staff member.
7. All invoices should be sent to Accounts Payable with the PO number written on it. If you have received one, ensure it is sent to Accounts Payable to pay at [ap@admin.utah.edu](mailto:ap@admin.utah.edu).

Below are links to Travel, Purchasing, Accounts Payable and Tax Services.

[Household Moves](#) [Travel](#) [Purchasing](#) [Accounts Payable](#) [Tax Services](#) [Moving Policy](#)