

## The University of Memphis Specification Sheet for Local Campus Moves

Requisition Number: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Desired Move Date: \_\_\_\_\_

Budget Account: \_\_\_\_\_

<b>Moving From:</b>			<b>Moving To:</b>		
Building:	Floor:		Building:	Floor:	
Rooms:			Rooms:		
Loading Dock?	Yes	No	Loading Dock?	Yes	No
Adjacent Parking?	Yes	No	Adjacent Parking?	Yes	No
Elevator?	Yes	No	Elevator?	Yes	No
Stairs?	Yes	No	Stairs?	Yes	No
Items to be moved:					
Special Requests:					
Special Needs:    Boxes    Tape    Labels					

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

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

### Ordering Procedures

- All requests for local campus moving services shall be sent to Procurement & Contract Services. Allow at least 7-10 days for the Procurement Specialist to complete the quote process. Allow additional time for complex moves to allow a walk-through or site visit by the contractors. For emergency or urgent requests, the Procurement Specialist will attempt to obtain quotes within a shorter time frame. Reference Guideline BF10212, [Local Campus Moving Services](#).
- Complete this specification sheet detailing all requirements that may affect the move and attach it to an on-line requisition in Tigerbuy, the University's eprocurement system. Use account number 74986 on the requisition.
- If the requirements of the Moving Specification Sheet change prior to the bid closing, the ordering department shall notify the Procurement Specialist immediately so that all contractors receive an updated Moving Specification Sheet.
- The Procurement Specialist will submit the Moving Specification Sheet to the University's negotiated contractors and request a final cost for the moving job. Quotes shall be received by the Procurement Specialist on or before the bid closing time and date. The ordering department will be given an opportunity to review quotes and then recommend award to the Procurement Specialist.
- Procurement & Contract Services will issue a purchase order to the selected contractor.
- After award of the purchase order, the ordering department will be responsible for coordinating and monitoring the moving project with the selected contractor.
- When the local campus moving job is complete, the ordering department is responsible for entering a receipt in the Tigerbuy System as "Approval for Payment." All invoices should be sent to the Accounting Office; however, if an ordering department receives the invoice, indicate the purchase order number on the invoice and forward it to Accounting to expedite payment.
- Call Procurement & Contract Services at extension 2265 for questions or assistance.