

MOVE PROCEDURE

MOVE REQUISITIONS TO BE PAID WITH FY06 FUNDS 101/102/103

DO NOT WAIT

SEND PURCHASING THE INFORMATION TO INITIATE A MOVE WISHING A JULY DATE NOW.

In order to assure the party being moved can secure dates desired it is recommended the forms be submitted 30-45 days prior to the desired move date.

In lieu of a requisition, please provide a Letter of Intent (see below) and the [Approval to Pay Moving Expenses Form](#), signed by the dean or director, to Purchasing NOW.

Beginning July 1, requisitions for these moves, set up initially with the Letter of Intent, may be entered into PeopleSoft. A reminder memo will be sent out mid-July (from Purchasing) indicating those that have not yet been entered into the system.

(Copy/print onto your letterhead)

Date

(Leave blank, Purchasing will fill in the moving company)

(Name of Department) is committed to provide moving expenses for:

Name

Address – street, city, state & zip

Contact Information: home phone, cell phone, email, etc.

(Name of new hire) would like to move on or about (Date).

(Name of department) has advised (name of new hire) that we will provide moving expenses up to \$_____. A Purchase Order will be issued in the new fiscal year (beginning July 1) via the Peoplesoft system by (Department Contact/initiator) who can be reached at (____)____-_____.

Sincerely,

Dean or Director