



Dear Fiscal Users Group,

This memo provides an update on procedures for utilizing campus-wide moving services agreements. Each year the Procurement Department sets up agreements with several moving companies for miscellaneous moving needs across campus throughout the year. This year the agreement numbers and vendors are as follows:

1. P150104 Sergio Torres Moving
2. P150106 Suddath Relocation Systems of Northern California Inc.
3. P150107 Chipman Relocations (Chipman Corporation)
4. P150108 Metropolitan Van & Storage Inc.

These agreements establish general service rates and are issued with a not to exceed annual contract total of \$100,000. Effective with this notice, the following procedures are established for use of these contracts.

Even with campus-wide agreements established, moving services are not an allowable use of the Direct Payment process. Departments must establish Purchase Orders for moving services in one of two ways:

1. Departments may establish blanket PO's in an amount not to exceed \$10,000 for miscellaneous moving needs that may arise. Individual moves requested under these blanket PO's may not exceed \$2500.00. Invoices for these individual moves do not require a supporting estimate when being submitted for payment.
2. For moves \$2500 or more departments must obtain an estimate from the selected contractor, and enter a requisition to establish a separate PO for the specific move that will not count against the blanket PO established in 1, above. The moving services must not be performed prior to the PO being issued, so please allow sufficient time for processing.

Procurement encourages the campus to share business opportunity with each of the contracted firms. It is acceptable to for a department to have blanket PO's open with 2 or more contractors simultaneously.

The campus-wide agreements with our moving vendors do not encumber funds or establish move-specific contracts. Since insurance policies typically provide coverage only when there is a written contract, your adherence to the above practices will ensure we can make a claim against the mover's insurance in the event of a loss.

Thank you for your cooperation with these procedures. If you have any questions please contact Stephen Smith, 83879 – [scsmith@sfsu.edu](mailto:scsmith@sfsu.edu) or Ashley Loper, 50739 – [aloper@sfsu.edu](mailto:aloper@sfsu.edu).