



Relocation of Household Goods Vendor Quotation

INSTRUCTIONS

Section A

- Hiring Department completes Section A
- Select a couple of the moving companies/agents/contact from the approved Moving Companies/Agents/Contact List on the Travel Operations website <http://finance.fullerton.edu/Controller/Travel/MovingRelocation.php>
- Fax the form to several of the selected moving companies/agents/contact to obtain the most economical quote

Section B

- Moving Company/Agent/Contact completes Section B and faxes to Hiring Department

Section C

- Upon receipt of the quotes from the Moving Companies/Agents/Contact, Hiring Department selects a moving company/agent/contact and completes Section C (approval and 10-digit account number)
- Hiring Department submits completed form and the detailed Estimate Form prepared by the moving company/agent/contact to Travel Operations, CP-300
- Travel Operations will fax to the selected moving company/agent/contact a written authorization to bill the University and the maximum amount

SECTION A

Moving Company Information

Moving Company/Agent/Contact Name	Vendor Phone	Vendor Fax

Person Moving Information

Last Name	First Name	Middle Initial	Phone Number

Move Information

Expected Move Date	Moving from Address	Moving from City	State
# Rooms to Move	Destination Address	Destination City	State

Department Information

Department Name	Preparer Name	Preparer Phone	Preparer Fax

SECTION B

Amount \$ _____ Signature _____ Date _____

SECTION C

Chart field |_|_|_|_| |_|_|_|_| |_|_|_|_| |_|_|_|_| |_|_|_|_| |_|_|_|_|_|_|_|_|_|_|
 Account (6) Fund (5) Department (5) Program (4) Class (5) Project (8)

Approved by _____ Date _____