

## How Do I Buy...

### ***Employee Household Goods Moving Services***

**Buyer Contact Information:**

[Trisha Wilson](#)

**Current Contract Vendor(s):**

[Dunmar Moving Systems](#)

[Wheaton Worldwide Moving](#)

[Apple Transfer Inc.](#)

[Lawrence Transportation Systems](#)

**Description of Purchase Process:**

The household goods moving service contracts were established by the Virginia Tech Procurement Department for use by all university departments. Prior to arranging for a move, please review University Procedure 20345: Moving and Relocations Expenses. For additional information, call or email the Accounts Payable Manager.

The household goods moving service contracts are for use by individuals newly employed by Virginia Tech. Note that Virginia Tech is not a party to the contract as the agreement is between the new employee and the common carrier. Virginia Tech is not responsible for delays, damages, claims processing, or other problems associated with the move. The agreement for moving is strictly an agreement between the individual and the common carrier. Some advantages of using these Virginia Tech contracts are:

1. They provide discounts off the federally controlled tariffs,
2. Common carriers bill the employee's department directly so that the individual does not have to pay the common carrier expenses and then request reimbursement.
3. Common carriers are familiar with the process and can assist with the move.

The contract for each moving service provider can be found at <https://vascupp.org/>; search under Virginia Tech and Employee Household Goods Moving Service or listed above.

To receive contract pricing, you must contact the vendor prior to arranging the move. Be sure to allow ample time prior to the move for the vendor to determine your needs and provide you a quote.