



## How Do I Buy or Handle...

### *Employee Moving and Hauling Services*

#### **Description of Purchase Process**

Moving and Hauling Service contracts have been established by the Virginia Tech Procurement Department for use by all university departments. Prior to arranging for a move, please review [University Procedure 20345B: Moving and Relocation Stipend Procedure](#). For additional information, call or email the Accounts Payable Manager.

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

#### **Current Contract Vendor(s):**

Please refer to [VT Contracts](#) for a list of vendors. Key word search "moving" to view a list of current contracted vendors for moving and hauling services.

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.

#### **For more information contact:**

- Procurement 540-231-6221
- Or [hokiemart@vt.edu](mailto:hokiemart@vt.edu)