

RELOCATIONS OF NEW EMPLOYEES

STANDARD OPERATING PROCEDURE

Purpose: To establish and clarify a procedure for processing relocations of new employees. It is highly recommended that at least two (2) estimates are obtained, not only to obtain the best price for the department but to minimize any out-of-pocket expense by the new employee. Please allow 10-12 days to schedule.

Procedures: Below are steps to follow:

1. The department obtains all pertinent information such as:
 - Name, address, phone number and email of new employee
 - Address to which employee will be moving from and to
 - Declared value of house hold goods being transported
 - Any special services needed such as crating, shuttle or transport of a vehicle
 - Department contact person name, phone number and e-mail
 - Amount allocated for the relocation.
 - Estimated dates of when packing, loading and delivery are needed
2. The department / new employee, contacts van lines to obtain estimate.
 - **Allied Van Lines** – 575-524-7768; Cristie Thomas is the Las Cruces contact; her e-mail is themovco@aol.com Request the nearest agent to the location from where the new employee will be moving from. When using Allied, the department will need to forward their specific agent a Vendor Questionnaire in order to enter them into Banner.
 - **Armstrong Relocation** – 1-800-677-8305; John Silvernail is the contact person; his email is jsilvernail@goarmstrong.com; Free \$120,000 Full Value Protection with \$0 deductible. Banner Vendor # [800645434](#)
 - **Atlas Van Lines** - 1-800-829-6683; John Smelser is the contact person; his email is sales@atlasalb.com Free \$50,000 Full Value Protection with \$0 deductible. Banner Vendor # [800362886](#)
 - **United Van Lines** – 1-800-333-0763; Marabeth Galardi is the contact person, her e-mail is mgalardi@corriganmoving.com. Free \$120,000 Full Value Protection with \$0 deductible. Banner Vendor # is [800381674](#)
Additional information: Provide International Relocations and Laboratory moves.
 - **Wheaton Van Lines**- 1-800-932-3356; Vicki Sharrett is the contact person, her e-mail is Vicki@bellmoving.com. Free \$100,000 Full Value Protection with \$0 deductible. Banner Vendor # is [800327738](#)
 - If the employee is planning on moving themselves; NMSU has an account with **U-Haul** 1-800-528-6042; Corporate Representative is Brian McCune, his e-mail is brian_mccune@uhaul.com. NMSU Corporate account # is 7445-992-12432. Banner Vendor # [800322666](#).
 - The employee can also have a storage container (Relocube) or a trailer left at their home so they can load their House Hold Goods themselves. NMSU has a corporate

account with **Move Builder** 1-877-450-3608; Corporate Representative is Corbett Carr, his email is ccarr@movebuilder.com NMSU Corporate account # is 730022. On the PLUS Moves where Move Builder does the packing, loading and unloading they offer Full Value Protection at \$0 cost. If customer packs their own items there is no coverage available. Banner Vendor # 800590901

- The estimate from the moving company that best meets the new employee's needs, should be forwarded to the department.
3. Department enters a Requisition in Banner with the following information:
- Please use: Commodity code # 9338
 - In Document Text enter:
 - ***** RELOCATION OF (new employee name)*****
 - Re: Estimate dated: XX/XX/XXXX
Submitted by: (Enter Van Line Representative name & phone number.)
 - If applicable please enter the following text:
PLEASE NOTE: NMSU HAS ALLOTTED \$XXXX FOR RELOCATION EXPENSES, ANY AMOUNT OVER THIS ALLOTTED AMOUNT IS THE PERSONAL RESPONSIBILITY OF (New Employee name).
 - Clause #17
 - In Item Text please enter the following information:
 - Relocation of XXX lbs. from (location moving from) to Las Cruces, NM
 - Moving expenses include: (If applicable) packing, unpacking, shuttle service, crating, vehicle transport etc.
 - Estimated pick-up date; estimated delivery spread
 - Declared Value
 - Registration #: (this is provided by the awarded van lines)

For additional information on Moving Expenses please see the following Travel link:
<http://travel.nmsu.edu>