

Moving Expenses for New Employees

Purchasing Dept.

Rowan Champlin

Phone 7-2036

Fax 7-5262

UNM Business Policy and Procedure - 4020

<http://www.unm.edu/~ubppm/ubppmanual/4020.htm>

- Fill out New Employee Moving Expense Form
 - If the Destination is not known at the time, just put “TBD”
 - Contact phone numbers are very important
 - Do not need to complete the three items under “Moving Expenses Authorized by the Dept.” Just note on the form the maximum amount authorized by the Dept.
 - Need one authorizing signature (either hiring officer or dept head).

- Fax to Rowan in Purchasing at 7-5262
- Start Banner Requisition
- Purchasing will contact Graebel Movers to schedule move
- Purchasing will notify Contact Person if any questions, etc.
- Moves split into more than one move can be handled as change order for the second move or as a new request.