

# CALIFORNIA STATE UNIVERSITY, FULLERTON

## Relocation of Household Goods Vendor Quotation

### INSTRUCTIONS

#### Section A

1. Hiring Department completes Section A
2. Select a couple of the moving companies/agents/contact from the approved Moving Companies/Agents/Contact List on the Travel Operations website [https://adminfin.fullerton.edu/finance/ap\\_travel/services/travel/MovingAndRelocation.php](https://adminfin.fullerton.edu/finance/ap_travel/services/travel/MovingAndRelocation.php)
3. Fax the form to several of the selected moving companies/agents/contact to obtain the most economical quote

#### Section B

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

#### Section C

1. 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)
2. Hiring Department submits completed form and the detailed Estimate Form prepared by the moving company/agent/contact to Travel Operations, CP-300
3. 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

Maximum Amount \$ \_\_\_\_\_

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

Approved by \_\_\_\_\_ Date \_\_\_\_\_