New Faculty and Staff Moving Procedure

Date: April 7, 2006

To: Deans, Associate Deans, Department Chairs, Directors, Managers and Campus Business Partners

From: Susan L. Johnson, Director, Accounts Payable
       David Shannon, Director, Procurement Services

New procedure for Moving and Relocation of New Faculty and Staff Employees

- ABA’s goal is to guide the Campus Community in complying with the Trustees’ and Campus procedures governing moving and relocation expenses to assist them in ensuring that only appropriate expenditures are being incurred.

- Instructions regarding moving procedures can be found at http://www.csus.edu/acpy.

- Before making any moving arrangements, the following steps must be completed:
  ✓ Go to the Accounts Payable website and print off all of the moving and relocation procedures.
  ✓ Fill and print all of the appropriate forms and have them approved.
  ✓ Submit a travel requisition on CMS.
  ✓ In the comments section of the requisition, please type the name of the incoming Faculty or Staff.
  ✓ Check to make sure you have the correct CMS Chart String.
  ✓ Approve the Travel requisition. Once the Travel requisition is approved write the requisition number on the appropriate forms.

- When the move is completed. When the move is complete an invoice will be sent to the Accounts Payable Department from the moving company. Account Payable will send the invoice to the department for approval before payment can be made. Please write the PO# on the invoice and approve it for payment. Return the approved invoice to Accounts Payable for payment.

If you have any questions, please contact Susan Johnson, Director of Accounts Payable at 87444, sjohns@csus.edu.