



### **Conditions for District Moves through Purchasing/Warehouse**

- ✓ Date and location of the forthcoming move should be known prior to submitting the correct form: Shipping 1/Transfer. This is located in InterAct> District Links> Online Form
- ✓ Please obtain packing materials for all moves. Purchasing/Warehouse does not supply such items.
- ✓ File cabinets must be emptied prior to the move.
- ✓ All boxes should be closed and tightly sealed. You are encouraged to have boxes labeled with a person and/or department's name, and reference of enclosed materials to allow for an easier transition when unpacking and settling in the new area.  
(Example: J.Doe/ABC Department or Room #/Log Sheets)
- ✓ Warehouse staff will not move personal items such as pictures, plants and similar.
- ✓ The Warehouse does not customarily move computers or desktop printers. Should prior approval be made by administration, Purchasing/Warehouse will not take responsibility for any damage. For large printers/copiers, please contact the warranty holder, or Purchasing, 702-799-5225 x5432 to assist with arrangements.
- ✓ A contact person and phone number is needed in case there are any questions before, during or after the move. This person may be needed on site during the move.

Due to various priority periods throughout the school year and summer months, there may be limited availability of staff and services. Please begin to schedule your move as early as possible.

Warehouse staff will contact you with any concerns to provide the best move possible. You are welcome to contact Purchasing/Warehouse for any clarification you may need prior to the move and/or arrange for a conference call.

Contact: James Jackson Jr.: 702-799-5225 x5434, WAN: 0099-5434

6/30/2015