



# UC San Diego

## Policy & Procedure Manual

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### RECEIVING & SHIPPING

#### Section: 524-5 EXHIBIT A

Effective: 12/01/1992

Supersedes: 04/05/1979

Review Date: TBD

Issuance Date: 12/01/1992

Issuing Office: [Material Support Services](#)

#### EXHIBIT A

#### MOVING SERVICES FORM

PHONE	<b>UCSD</b> <b>MATERIAL DISTRIBUTION DEPARTMENT</b> <b>MOVING SERVICE FORM</b>	JOB NUMBER <b>005681</b>			
DEPARTMENT CONTACT PERSON	DEPT. BUDGET	MAIL CODE			
LOCATION	DEPARTMENT	DATE			
DATE REQUESTED					
<small>           WAIVER STATEMENT: Material Distribution is not financially responsible for any damage that may occur in the course of any type of move. It is the department's responsibility to determine and obtain, if necessary, insurance on items being moved. The items can be insured by filing out a Request for Insurance Form for coverage under BUS-71, Miscellaneous Property Insurance. If you have any insurance questions please contact the Business Office.         </small> I understand the WAIVER STATEMENT and authorize work to be completed. Signature: _____					
JOB DESCRIPTION _____					
SPECIAL INSTRUCTIONS AND DIRECTIONS _____					
_____					
_____					
_____					
_____					
_____					
_____					
_____					
_____					
_____					
DO NOT WRITE BELOW THIS LINE					
<b>LABOR</b>					
DATE	NAME	HOURS	RATE	AMOUNT	LABOR MISC.    TOTAL
<b>MISCELLANEOUS EXPENSES</b>					
DESCRIPTION				AMOUNT	

FD 2184 (REV 4/98)