

University of Oklahoma
Purchasing Department
2750 Venture Drive
Norman, Oklahoma 73069

U-HAUL VEHICLE RENTAL PROGRAM

Effective February 2005

Authorized faculty and staff from the Norman, Oklahoma City or Tulsa campuses may elect to use U-Haul for moving/hauling services through the U-Haul Corporate Move Program from any location in the United States. Along with U-Haul trucks and trailers, miscellaneous moving supplies (boxes, packaging, pads, tie down straps, etc) can be billed for the move. U-Haul also offers one-month free storage at the destination location if needed. (After the one-month period, storage fees are charged.) There is no deposit required on a corporate rental of equipment.

The rental procedure for all campus areas is the same. The faculty or staff department shall route a requisition to the Purchasing Department, with the name of the employee, the name of the city from which the move is to be made, the end destination (Norman, Oklahoma City, Tulsa, or other location), and the desired equipment pick up date. The 'contract' box must be checked in the requisition in order to process the requisition. The faculty or staff department may elect to indicate a not-to-exceed dollar amount for the move (including equipment rental or supplies). If the final billing exceeds this amount, the faculty or staff member will be responsible for the excess payment.

Please note that U-Haul corporate rates are not available unless the move is authorized by the Purchasing Department and a purchase order issued. The Pro Card may not be used for payment.

Once the requisition is received by Purchasing, U-Haul will be provided with a purchase order number to set up a quote. The faculty or staff member will be provided the U-Haul quote number and a toll-free phone number to finalize the reservation. U-Haul will e-mail the reservation to the corresponding authorizing U-Haul agent.

Upon completion of the move, U-Haul billing will be made to the employee's department, approved for payment and sent forward to Financial Support Services (Norman campus) or Accounts Payable (HSC campus).

U-Haul also offers moving assistance (packing, loading, cleaning, etc.) through emove.com. New employees should confirm that they are authorized to use this type of moving assistance under the terms of their moving allowance and applicable IRS regulations.

Questions: contact the Purchasing Department, 405/325-2811.