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| **Division of Finance and Business Operations** |  | **Procurement & Strategic Sourcing**  **5700 Cass Avenue, suite 4200**  **Detroit, Michigan 48202**  **(313) 577-3734**  **FAX (313) 577-3747** |

Congratulations on your Wayne State University opportunity! Since your employment includes moving expenses, let me take a moment and explain the two methods that can be used to facilitate your move:

1. The University has a Strategic Supplier Relationship with Corrigan Moving Systems, an agent for United Van Lines. A special rate has been established for WSU faculty and staff to make their move both cost effective and well planned. Corrigan will provide pre-move information, cost estimates and scheduling assistance at no cost or obligation. In order to make your transition to our area easier, and to take advantage of Corrigan’s services, contact Terri Breit at 800-243-9502 or by email at tbreit@corriganmoving.com.

When you receive the cost estimate, submit it to your contact person within your hiring department, and ask them to issue a Requisition / Purchase Order to Corrigan.

Procurement & Strategic Sourcing (PASS) is here to help as well. Valerie Kreher, Senior Buyer will work with you and your department to coordinate with Corrigan Moving Systems. Valerie can be reached by email at ab4889@wayne.edu or at 313-577-3720.

2. If you prefer to use your own relocation specialist, you may do so. However, you will be responsible for paying the selected mover and submitting the invoice for reimbursement once the move is complete.

In either case, be sure to establish the value of the household goods, determine in advance whether:

* Packing or unpacking is required
* If any items require special handling (i.e. move a piano, auto (if allowable) or other costly items)
* If there are any additional stops
* If the move allowance does not cover the relocation in its entirety, you will be responsible for the difference

Please note: Our relocation partners can move your office and/or laboratory. A separate quote is required.

Please let us know how we can assist you. Again, we welcome you to the Wayne State Community, and will do everything possible to make your relocation experience a good one. Call me with any questions at (313) 577-3720.

Thank you,

**Valerie Kreher**