



**John S. Richard**  
Director

**Brad Henry**  
Governor

**STATE OF OKLAHOMA**  
**DEPARTMENT OF CENTRAL SERVICES**

April 2, 2007

RE: Moving Expenses

Household moves of state employee are subject to Title 74 Sec. 85 and further defined under Title 74 Sec. 500.51-500.55 which provides for partial payment by the state to a certified carrier for the cost of moving any employee permanently transferred at the request of a state agency. The following is a partial list of the requirements of this section:

- Prohibit the payment of moving expenses for newly hired employees.
- Permanent transfer must be in excess of twenty-one (21) weeks.
- Move must be in excess of twenty-five (25) miles from the location of their previous place of employment to the location of new place of employment.
- Limited to household goods, excluding automobiles, boats, trailers, other than a manufactured home which is the principle residence of the employees.
- Animals or any other possession are not normally considered as household goods.
- A requisition shall be forwarded to Central Purchasing Division. Central Purchasing Division shall obtain bids from carriers registered and approved by the Corporation Commission and award to the lowest responsible and responsive bid.

A requisition submitted to Central Purchasing Division shall include the followings:

- A complete listing of all items to be moved; listing shall provide the quantity of 'big' items such as bed, dresser, table/desk, chair, television, sofa. If loose items are boxed by a person to be moved, specify the quantity of boxes to be loaded. Unpacked items have to be identified and noted on the listing that vendor is to box them prior to loading.
- Complete to and from locations.
- Name and telephone number of employee to be moved, and agency contact person (if different).
- Non-mandatory site visit, by specified date and time, or by appointment.
- Following questions need to be answered on every requisition (header comments section):  
Yes\_\_\_No\_\_\_Is this employee permanently transferred?  
Yes\_\_\_No\_\_\_Is this employee newly hired?  
Yes\_\_\_No\_\_\_Is this move in excess of twenty-five (25) miles from previous work location to new work location?

Note to a requesting agency: the employee to be moved or designated person shall be present at all time during move.

Contact: Gai Hunter, (405) 522-0399, email: [gai\\_hunter@dcs.state.ok.us](mailto:gai_hunter@dcs.state.ok.us)

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Central Purchasing • Will Rogers Office Building (2401 N. Lincoln Boulevard), Suite 116 / P.O. Box 528803 • Oklahoma City, OK 73152-8803  
Telephone: 405/521-2110 • Fax: 405/521-4475 • [www.dcs.ok.gov](http://www.dcs.ok.gov)