CHAPTER 3800 INDEX

This chapter discusses how to use trucking and freight services.

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GENERAL POLICY 3800

(Revised 03/07)

Government Code Sections 14920 through 14922 define the purposes and duties of Transportation Management. These Government Code Sections give the Department of General Services (DGS) the authority to set and enforce statewide traffic management policy and regulations. All State agencies must follow these policies and regulations.

TERMS AND DEFINITIONS 3801

Revised 03/07)

CCR. California Code of Regulations.

Commercial Carrier. A shipping company that transports freight for profit.

Consignee. The person or party who accepts a shipment or delivery.

Consignor. The person or party who tenders a shipment for delivery.

Delivered Cost. The total cost of a shipment, including transportation and additional services such as packing, crating, pickup or delivery at other than the loading docks; and rail car loading and/or unloading costs.

Demurrage. When a truck, rail car, vessel, etc., must wait beyond the time agreed upon, as in loading and unloading delays.

Exempt Carrier. A transportation company that does not have to adhere to various regulations of the California Public Utilities Commission, Interstate Commerce Commission.

Express Shipments. Shipments that promise to deliver sooner than standard shipments of its mode.

F.O.B. (Free On Board). This term identifies the location where title to merchandise changes from seller to buyer.

Freight Vehicle. Any State-owned, leased, or rented motorized vehicle, one-half ton or larger, in which at least ten percent of its regular use is for the transportation of materials, supplies, or equipment with the following exclusions:

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TERMS AND DEFINITIONS **3801** (Cont. 1)
Revised 03/07)

1. Vehicles used to transport materials entirely within a State institution, school, or facility.
2. Off-road vehicles.
3. Specialized vehicles adapted to carry tools, repair or maintenance parts, or special equipment.
4. Materials handling equipment.

Joint Inventory. An inspection of freight with both the consignee and the delivering driver present.

Linehaul. Intercity move in excess of fifty miles.

Mode. The type of transportation. This could be air, truck, rail, water, or a combination of these.

Proprietary Transportation. The transportation of State-owned, leased, or bailed property by State-owned, leased, or rented motor vehicles. Exclusions to this definition are limited to inter/intra-agency mail service and delivery of materials associated with emergencies involving public health or safety.

PUC. The California Public Utilities Commission.

Prevailing Wages. The rate paid to a majority of people engaged in a particular craft, classification, or type of work within a geographic area. If there is no single rate paid to a majority of the workers, then it is the common rate being paid to the greatest number of workers.

Released Valuation. Establishing the value of a shipment for purposes of insurance or liability at less than the full market value of the freight.

Split Delivery Shipment. (As defined by PUC tariff.) A shipment consisting of two or more component parts delivered to: (a) one consignee at more than one point of destination; or (b) more than one consignee at one or more points of destination, the composite shipment weighing (or transportation charges computed upon a weight of) not less than 5,000 pounds, said shipment being shipped by one consignor at one point of origin.

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TERMS AND DEFINITIONS **3801** (Cont. 2)
Revised 03/07)

Split Pickup Shipment. (As defined by PUC tariff.) A shipment consisting of two or more component parts picked up by a carrier within a period of two calendar days from one consignor at more than one point of origin, the composite shipment weighing (or transportation charges computed upon a weight of) not less than 5,000 pounds, said shipment being consigned and delivered to one consignee at one point of destination.

State Freight. Any shipment whose cost is borne by the State. Generally this is State-owned freight starting at a State facility such as a warehouse. It can also be freight shipped by vendors under a purchase which specifies “Freight Collect”, “Freight Prepaid and Add”, or “Third Party Billing”

Tariff. Published regulations and rates that bind freight companies operating as commercial carriers.

Tender. To present for acceptance or refusal.

Valuation Charges. The charges to provide insurance for the value of the goods during shipment.

TRANSPORTATION MANAGEMENT RESPONSIBILITY **3802**
(Revised 03/07)

The DGS Transportation Management Unit is a central service agency for freight transportation and traffic management. This Unit provides:

1. Specialized consideration of all traffic problems of the State.
2. Information about rates, tariffs, and traffic problems so that all State shipments are:
   a. Timely, low-cost, and efficient.
   b. Provided by carriers whose drivers and supporting personnel are either under current collective bargaining agreements or are working under prevailing wages, standards, and conditions.
3. State representation before administrative rate setting bodies.
4. Additional information is available to all State agencies at http://www.dgs.ca.gov/pd/Home.aspx

POLICY ON ROUTING OF STATE FREIGHT 3803

(Revised 03/07)

You must ensure that your routing of State freight is handled objectively and economically. In keeping with Government Code Section 14920, you must adhere to the following policies.

General Policy Statement. The mode and carrier you select must be able to reliably and safely transport the freight within your required time frame, and at the lowest delivered cost. You must know the carrier's liability under applicable freight tariffs for full or released valuation. You must also consider the efficient use of the nation's transportation resources, especially fuel consumption.

Legal Requirements. You can only select a carrier that has the proper operating authority and complies with all regulatory requirements. The carrier must:

1. Have the proper operating authority with the necessary regulatory agency. The carrier is only allowed to serve those areas authorized in its operating authority.
2. Have published or be served with the proper tariffs for the goods to be transported and points to be served.
3. Have the necessary insurance required by government agencies. Upon request, the carrier must provide, through its insurance broker, active certificates of insurance.
4. Agree to perform the transportation at the lowest lawful rates.

Service Requirements. In evaluating a carrier consider satisfactory service as a key consideration. You must be able to establish that the carrier can transport the State freight not only the first time, but also on a continuing basis. This means the carrier must be able to deliver the entire shipment to the place it is needed, when it is needed, and in usable condition. Find out if the carrier has suitable equipment available. Also consider the carrier's record of performance.

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POLICY ON ROUTING OF STATE FREIGHT **3803** (Cont. 1)
(Revised 03/07)

Use the following essential factors when you evaluate a carrier's service standards:

1. Carrier always picks up and delivers on schedule.
2. Carrier's equipment is always clean, safe, weatherproof, and able to meet the needs of the State.
3. Carrier can furnish adequate equipment and drivers when needed.
4. Carrier's drivers are clean, sober, and sufficiently experienced.
5. Carrier's drivers and supporting employees must be paid the industry's prevailing wage rates.
6. Carrier's terminal facilities must be suitable.
7. Carrier must have adequate experience in the transportation field in serving accounts with requirements similar to those of State shippers. If a carrier has fewer than two years operating experience transporting the same type of freight, you must get evidence of the carrier's satisfactory service to other accounts transporting goods similar to the type and volume normally required by your agency.
8. Carrier must demonstrate the ability to properly and accurately rate and bill the shipments according to the right tariffs.
9. Carrier must have experienced minimal loss, damage, or theft of shipments.
10. Carrier must display the ability to promptly and fairly handle claims for freight loss and damage.
11. Carrier's response to overcharge claims must be fair and prompt.

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POLICY ON ROUTING OF STATE FREIGHT **3803** (Cont. 2)
(Revised 03/07)

Delivered Cost. When two or more carriers or modes can equally meet the above service requirements, you must select the carrier providing the lowest total delivered cost.

Equitable Distribution. It is the State's policy to encourage participation by various business enterprises in all areas of State procurements, including transportation services. Follow the guidance of the State Contracting Manual for goals, preferences and incentives.

Unsatisfactory Carrier Service. If you can't satisfactorily resolve problems caused by a carrier's failure to meet the State's service requirements, you should report the problem in writing to the DGS Transportation Management Unit. The DGS Transportation Management Unit may recommend punitive action against the carrier after a careful review of all the facts.

CENTRALIZED SERVICES 3804

(Revised 03/07)

The DGS Transportation Management Unit performs the following for you:

1. Master Tariff File. Maintains a master file of freight tariffs, special rate quotes, and related publications.

2. Freight Bills. Analyzes and audits all freight, storage, and service bills prior to payment (subject to designated exceptions). The Unit checks to see if the charges are warranted, if they are for the right amount, and are appropriate for the services and tariffs. The Unit will contact shipping/ordering agencies that have been identified as utilizing improper or costly shipping/ordering practices. These companies will be advised of improvement needed in their future shipments. See SAM Sections 3850 through 3853.

3. Freight Claims. Evaluates, prepares, files, and negotiates to final settlement all of your claims over $200 for loss and damage to property while in transit by carriers or while in storage in public utility warehouses, where responsibility for filing the claim rests with the State. See SAM Sections 3861 through 3869.

4. Rate Negotiations. Represents the State in negotiations with carriers, public utility warehouses, other service firms, and their rate-making committees. The Unit negotiates for proper classifications, rates, charges, and rules and regulations applicable for freight transportation, storage, and incidental services. These negotiations are subject to designated exceptions that permit direct negotiations by agencies with carriers for rates on specific freight shipments or traffic where no fixed tariff rates apply. See SAM Sections 1233 and 3885.

5. Regulatory Matters. Represents State government in proceedings before State and federal regulatory bodies involving rate, tariff, and traffic matters covering freight transportation, storage, and incidental services.

ASSISTANCE TO AGENCIES 3805

(Revised 03/07)

You may request any of the following services from the DGS Transportation Management Unit:

1. Buying Supplies. The Unit can give you data and advice to help you develop transportation terms and conditions to be used in invitations to bid and contracts for supplies. The Unit can also give you transportation cost data to help you evaluate bids.

2. Shipment and Movement of Freight. Upon request, the Unit will:

   a. Furnish you with data and advice about rates, routings, commodity classifications, tariff descriptions, packing requirements, methods of obtaining consolidations, stop-in-transit and split delivery provisions, billing requirements, and other technical data and advice needed to ensure economical shipment of freight.

   b. Advise and assist you to plan the distribution of special traffic. Also they will help you with unusual or emergency movements requiring advance arrangements. The Unit will help you with both the services and tariffs for these special or unusual needs.

   c. Help expedite shipments, trace and recover strayed and delayed shipments, and divert and reconsign shipments.

3. Contracts. The Unit will negotiate, give advice, or review your contracts for freight transportation and incidental services. However, the Unit will not execute your contract for you. The Unit will perform a traffic review of all your service agreements submitted to DGS for approval that involve or contain a reference to any type of transportation service or storage in a public utility warehouse.

4. General. The Unit can give you other technical traffic and transportation data, advice and services needed to assure the most advantageous purchase of supplies, the most economical and efficient shipment and movement of property, studies, evaluations and analyses, and other advice to solve your transportation and traffic problems. This includes assisting you to:

   a. Select storage, warehouse, and processing sites and facilities.

   b. Determine new or revised systems for the supply of materials, products, supplies, and equipment.

   c. Use State trucks for moving freight.

   d. Arrange for moves of State offices and institutions.

   e. Determine the most cost effective and efficient method of packing and shipping.

AGENCY RESPONSIBILITY 3806

(Revised 03/07)

Your agency must perform all traffic management activities that are not performed by the DGS Transportation Management Unit. You must stay within the policies of the SAM and follow the guidance furnished by the Transportation Management Unit. Except for designated exceptions, you must also:

1. Give the DGS Transportation Management Unit all freight, storage, and service bills which involve State shipping charges, prepaid and collect, and public utility warehouse charges. Supply any other information needed by the Unit to analyze these bills.

2. Give the DGS Transportation Management Unit your freight claims of $200 or more for loss and damage to property while in transit by carriers or while in storage in public utility warehouses when the State is responsible for filing the claim. These claims will be evaluated, filed, and negotiated to final settlement. You must also provide all supporting information necessary for proper settlement.

3. Refer matters requiring rate negotiations or involving regulatory agencies to the DGS Transportation Management Unit. Make data available to the Unit so it can get favorable decisions in matters before carriers, tariff bureaus, and regulatory bodies.

4. Consult with the DGS Transportation Management Unit on site selection for storage, warehouse, and processing facilities where transportation and traffic factors are a consideration. You should request advice regarding transportation cost, rate, and traffic data during the initial phases of site selection, expansion, and comparison. This will ensure proper evaluation of these things.

5. Retain tariff and traffic information as required by the DGS Transportation Management Unit.

6. Make your shipping and receiving staff available for education and training.

DEMURRAGE 3807

(Revised & Renumbered from 3810 2/93)

Usually only a fixed time is allowed by the carrier for loading or unloading of rail cars, trucks or trailers, or other types of transportation. If it takes longer, the carrier will bill for the extra time. Therefore, you must make every effort to load and unload within these time periods to avoid payment of large penalties.

For truck or trailer shipments weighing 10,000 pounds or more, this charge is based on the amount of time over eight minutes per ton. Carriers also may charge for standby time for drivers and equipment waiting for dock space to load or unload trucks or trailers. You can avoid or minimize crowding by scheduling your pickups and deliveries with the carriers in advance.

You must require your carrier to present separate bills for demurrage, detention, or standby charges directly to the shippers or consignees when your agency is paying the freight charges but was not responsible for such delays.

COMMERCIAL TRANSPORTATION FOR OFFICE AND INSTITUTION MOVES 3810

(Revised 03/07)

Intercity Moves. You can transport State-owned uncrated furniture, fixtures, and equipment between cities within California by using padded van carriers that specialize in moving new furniture or used household goods. State property that is protectively packed in cartons or crates may be transported at much less cost by general freight carriers.

Linehaul rates of household goods carriers, which include inside pickup and inside delivery subject to extra charges for long carries, stairs, and elevators, are the most costly and do not include any packing labor and materials. To avoid mandatory carrier-assessed valuation charges, orders for transportation by household goods carriers must specify in writing "Shipper hereby releases the entire shipment to a value not exceeding 60 cents per pound per article."

For intercity transportation by any of these types of carriers, use an appropriate PUC licensed carrier at rates not to exceed PUC minimum rates based on weight and distance. Before the move you should have a clear understanding with the carrier that charges will be assessed against actual weight as shown by the public weighmaster's certificate(s).

Local or Hand Moves. You may use any of the following methods to get a contractor for a move within a building or between buildings in the same metropolitan area. However, you may only lawfully hire PUC licensed carriers for moves that involve transportation over the public streets and highways.

1. You may use the DGS Procurement Division Master Service Agreement contracts. The Master Service Agreements are designed for small moves. You can also use the Master Service Agreements for larger moves when the administrative effort to prepare a bid, conduct a walk-through for bidders, and develop a separate contract is not warranted. You may also use the Master Service Agreements for moves that cannot be clearly defined at walk-through for prospective bidders.

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COMMERCIAL TRANSPORTATION FOR OFFICE AND INSTITUTION MOVES **3810** (Cont. 1)
(Revised 03/07)

Take full advantage of the DGS Procurement Division Master Service Agreements that provide low hourly rates for experienced help and equipment. The time chargeable to your job is clearly defined. Charges for packing containers are set. The contractor is properly insured and specially bonded. The contractor also agrees to meet the prevailing wage requirements of Government Code Section 14920. When using this Master Service Agreement, you should:

a. Ensure persons arranging moves receive copies of the Master Service Agreement. If you have trouble getting a copy, you can get one from the DGS Transportation Management Unit.

b. Provide the contractor with two working days notice. Indicate your agency's five-digit billing codes on your work orders. Contract hourly rates do not apply to work performed on federal holidays.

c. Expedite payment of bills for work done under the Master Service Agreement.

d. Submit written reports to the DGS Transportation Management Unit of any incidents where the contract moving company fails to perform under the Master Service Agreement.

2. You may go out for competitive bid for specifically defined work for a lump sum amount. If you cannot define the work at a walk-through conducted for prospective bidders, you may get bids for services at hourly rates. Bid contracts can be up to one year in length. Use the following outline of procedures to obtain competitive lump sum bids. Use similar procedures in preparing bids and contracts for services at hourly rates.

   a. Invite at least three PUC licensed local moving companies to attend a one-time walk-through. Hand out specifications and bid proposal forms. Explain and show all work (including cartons) at the origin and destination that is to be included in the lump sum bid. Advise bidders of tentative dates and hours of the move. State if the move needs to take place during or after normal working hours. Notify moving company representatives that the winning bidder must sign a Standard Agreement, STD. 213, and that the mover will be charged with repair or replacement of damage to building or any items lost, damaged, or stolen while in the carrier's custody. See (3800) A–1 in the Appendix.

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COMMERCIAL TRANSPORTATION FOR OFFICE AND INSTITUTION MOVES **3810** (Cont. 2)
(Revised 03/07)

b. To avoid misunderstandings on major jobs, you must get sealed bids. Open them publicly at a set time and date. On small jobs, all of the movers can submit bids at the same time immediately after the walk-through. You must make the award to the lowest responsible bidder.

c. Use Standard Agreement, STD. 213, with appropriate specifications for contracting lump sum work. For help with contract specifications, contact the DGS Transportation Management Unit.

d. You must include the following paragraph about prevailing wages in any competitive bid contract and bid specifications for commercial moving:

> Prevailing Wages
>
> No contractor performing hereunder shall pay any employee actually engaged in the moving and handling of goods being relocated under such contract less than the prevailing wage rate, except in geographical areas where no such employee wage standards and conditions are reasonably available. The term "prevailing wage rate" means the rate paid to a majority of workmen engaged in the particular craft, classification or type of work within the locality if a majority of such workmen be paid at a single rate; if there be no single rate being paid to a majority, then the rate being paid the greater number. Upon written request wage rates prevailing at the particular point in time will be furnished for information purposes only.

When you receive written requests from prospective bidders or contractors for prevailing wage rates, you must convey in writing the need for the desired wage rate information to the Department of Industrial Relations, Division of Labor Statistics and Research. The geographical areas in which the moving services are to be performed must be included in your request.

e. You must include any required goals, preferences or incentives in your contracting process.

See SAM Section 1200 for contract requirements.

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COMMERCIAL TRANSPORTATION FOR OFFICE AND INSTITUTION MOVES **3810** (Cont. 3)
(Revised 03/07)

Old Office Records. See SAM Section 1684. Records in record center boxes shipped in volume to or from State Records Centers, or elsewhere, should be transported as general freight. Describe the shipment as follows:

Old office records, each package released to a value not exceeding 3 1/2 cents per pound.

DGS contracts with small parcel delivery services carriers are the least costly and should be used for small shipments of old office records.

FREIGHT DISTRIBUTION COST ANALYSIS— REPLACEMENT OR REPAIRS ($500 OR MORE) OF VEHICLES USED FOR FREIGHT HAULING 3815

If you want to buy parts or repair a State-owned freight vehicle you have to first get DGS approval if you want to spend more than $500. You must fill out a Purchase Estimate form, STD. 66, and send it to the DGS Transportation Management Unit. See (3800) A–2, in the Appendix. The Unit will review the data and forward the forms to the DGS Office of Fleet Administration with recommendations. See SAM Sections 4161 and 4162. Also, see SAM Section 3620 for STD. 66.

Provide the freight activity information and cost data for proprietary vehicle operation. This is the basis for DGS's approval. If you have for-hire cost data available, complete that portion of the cost analysis. If you do not have for-hire cost data, the DGS Transportation Management Unit will estimate the for-hire cost based on the freight activity information that you have provided.

The DGS Transportation Management Unit will enter the for-hire costs, where needed, and verify your proprietary vehicle costs. Your request for $500 or more in purchases or repairs for vehicles used for freight hauling will not be accepted for review by the Office of Fleet Administration without a complete STD. 66 verified by the DGS Transportation Management Unit.

MOVEMENT OF HOUSEHOLD GOODS 3820

(Revised 03/07)

When officers or employees are notified that they will be moving, CCR, Title 2, Section 599.724 requires that they are given a copy of the relevant CCR, Title 2 regulations covering Moving and Relocation Expenses.

Payment for moving costs of household goods is authorized by Government Code Section 19841. The Department of Personnel Administration (DPA) regulations must be followed when requesting reimbursement.

SAM Section 8572.1 discusses withholding and reporting taxes of payments for moving household goods.

When arranging employee moves, try to use the State's List of Eligible Carriers. It is not recommended that employees contract for their own moves. If the employees do, they may not get all the advantages in the state's master contract. The low rates in the master contract may save employees a large amount of money if they exceed the authorized limit and are required to pay their share of the costs.

STATE CONTRACTED SHIPMENT 3821

(Revised 03/07)

The following procedures apply generally to moves within California. You should consult with the DGS Transportation Management Unit to plan an interstate move.

Employees may choose to have their moves contracted by their agency using the DGS "List of Eligible Carriers." The following is the procedure:

1. Your agency (or new department if you are being transferred to another agency) notifies you of the state authorized move by completing Part I of Moving Service Authorization, STD. 255. See (3800) A–4 in the Appendix. Your agency explains your responsibilities. The agency should give you the State's List of Eligible Carriers and the DGS Moving Guide. These are essential to a well planned move. These two items are available from the DGS Transportation Management Unit.

2. Next you select a household goods carrier from the list. Then get an accurate written estimate of weight and costs from the carrier. Where no eligible carrier is available, you may ask your agency to have the DGS Transportation Management Unit negotiate a contract with a carrier.

   You must obtain the signature of the carrier's agent in Part II of STD. 255. This signature, along with your signature, binds the carrier to do the move according to its offer and at the rates on file with the state. Give the original STD. 255 to the carrier, retain one copy, and forward the other copy directly to the DGS Transportation Management Unit, 707 Third Street, Second Floor, West Sacramento, CA 95605-2811. Your agency will give you a stamped, self-addressed envelope for this purpose.

3. All household goods shipped under STD. 255 are automatically insured for loss or damage under the state's blanket insurance policy. The use of individual certificates or policies is not needed. This blanket insurance applies only on transportation within California or transportation between two points in California by an interstate route.

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STATE CONTRACTED SHIPMENT **3821** (Cont. 1)
(Revised 03/07)

The blanket insurance provides coverage at $2.00 valuation per pound of household goods shipped subject to the authorized weight. See CCR, Title 2, Section 599.719 and SAM Section 3823. In some cases, you may believe that the actual value of the goods is more than the amount of insurance provided by the state. If you want more coverage than provided by the State, you can buy your own additional insurance from your insurance agent at your expense.

Shipments and authorized weights will be reported to the insurance company by the DGS Office of Risk and Insurance Management. This will be based upon the DGS Transportation Management Unit's analysis of freight bills. Agencies are billed monthly by the insurance company.

4. The State's insurance has deductibles of $250 for loss or damage while in transit via a household goods carrier.

   When you pay part or all of a deductible, you may get a refund from your employing agency on a Travel Expense Claim form, STD. 262. When submitting this claim, you must furnish:

   a. A copy of the original claim filed with the household goods carrier for moves other than self moves.

   b. Documentation of the amount paid by the household goods carrier and the State's insurance company.

   See the Moving Guide for a detailed description of the insurance coverage, as well as instructions on how to file a claim.

EMPLOYEE CONTRACTED SHIPMENTS **3822**
(Revised 03/07)

When authorized by Part I of Moving Service Authorization, STD. 255, employees may contract with any household goods carrier. You must pay the carrier directly and submit a claim for reimbursement on a Travel Expense Claim, STD. 262. Your claim must be supported by legible copies of the carrier's itemized invoice, copies of shipping instructions, freight bills, and the official certificate of the weight of the shipment. Your claim is subject to the maximum allowances listed in the California Code of Regulations. You must send your Travel Expense Claim and supporting materials to the DGS Transportation Management Unit for a ruling that rates and charges do not exceed those assessed by a carrier for a comparable State-contracted shipment before the expense claim is submitted to the State Controller for payment.

Employee claims are subject to the procedures in SAM Sections 3823, 3824, and 3826 except STD. 255 need not be drawn up with the carrier.

REQUESTS TO EXCEED MAXIMUM WEIGHT LIMITS 3823

(Revised 03/07)

The Director of the Department of Personnel Administration (DPA) is authorized to grant exceptions to the 11,000 pound weight limit on moving household goods. If you want to get this exception granted, your agency must send a request to the DPA before the move.

Submit your request to the Department of Personnel Administration, Personnel Services Branch, 1515 S Street, North Building, Suite 400, Sacramento, California 95814, on a Moving/Relocation Expense Approval Request, STD. 256. See (3800) A–6 in the Appendix. It must be approved by your agency's director or a designated individual.

Include the following on the request for an exception to the maximum weight limit of 11,000 pounds:

1. Certify on STD. 256 that no articles prohibited by CCR, Title 2, Section 599.718 are to be included in the shipment. Household or personal goods include items such as furniture, clothing, musical instruments, household appliances, foods, and other items which are usual or necessary for the maintenance of a household. Household effects shall not include automobiles or implements thereof, other motor vehicles, boats, equipment, firewood, building material, etc.
2. Write a statement describing the efforts you have taken to reduce the estimated weight of possessions to be shipped. This statement must accompany STD. 256. Typical efforts include garage sales, personally moving household effects to new location, giving items away to family and friends, etc.
3. The size of your family to be moved.
4. The reason for extra weight; for example, hobbies, heavy furniture, large library, etc.
5. Legible signed copies of your carrier's estimating forms, including:
   a. Basis for Carrier's Probable Cost of Services. Include the front and back, with number of cubic feet per number of items to be moved.
   b. Probable Cost of Services.

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REQUESTS TO EXCEED MAXIMUM WEIGHT LIMITS **3823** (Cont. 1)
(Revised 03/07)

6. A legible copy of the Inventory of Household Goods and Weight Certificates (if requested approval exceeds 18,000 lbs.). After your move, send a copy of the inventory and weighmaster's certificate to DPA, Personnel Services Branch. The STD. 256, along with the copies of the carrier's estimating forms, will be retained by the Personnel Services Branch until they receive the inventory to check that no articles prohibited by CCR, Title 2, Section 599.718 were included in the shipment.

When the carrier estimates less than 11,000 pounds, but the actual weight moved is more than 11,000 pounds, you may submit a request to exceed the maximum weight limitation. Submit the request as outlined above with a notation on the STD. 256 that the actual weight exceeded the estimated amount. Include a copy of the estimate and the weighmaster's certificate.

If you have already received permission to exceed the 11,000 pound limit and the actual weight moved turns out to be even more than the DPA approved weight, you may request an additional allowance. Submit this request to the Department of Personnel Administration, Personnel Services Branch, 1515 S Street, North Building, Suite 400, Sacramento, California 95814. Put a comment on STD. 256 that this is a *second* request based upon an actual weight which exceeds the previously authorized amount. A legible copy of the weighmaster's certificate supporting the carrier's billed weight must accompany the STD. 256. If the actual weight exceeds 18,000 pounds, a legible copy of the Inventory of Household Goods must also be attached.

STORAGE OF HOUSEHOLD GOODS **3824**
(Revised 03/07)

You may be reimbursed for household goods placed in storage while in transit for up to 60 calendar days. See CCR, Title 2, Section 599.719. This 60-day allowance is provided to cover situations where you are unable to move your household goods directly from your old residence to your new residence.

If you need more storage time, submit a request to exceed the 60 days *before* your 60 days are up. Submit your request on a Moving/Relocation Expense Approval Request, STD. 256. Explain in writing why you need the additional storage time. Send the form and your explanation to the Department of Personnel Administration, Personnel Services Branch, 1515 S Street, North Building, Suite 400, Sacramento, California 95814. The requirements that you must satisfy in order to receive an extension are outlined in SAM Section 3830.

AUDIT AND APPROVAL FOR PAYMENT OF CARRIER'S FREIGHT BILL 3825

(Revised 03/07)

Instruct all carriers performing household moves under Part II of Moving Service Authorization, STD. 255, and the State's Uniform Tender of Services and Rates to submit their freight bills directly to the DGS Transportation Management Unit. After analysis and audit, the freight bills will be forwarded to the agency accounting office for prompt scheduling to the State Controller's Office.

Each invoice or expense claim submitted for payment must be accompanied by a certification signed by you which states:

> "I hereby agree to notify my agency of and pay transportation and related charges on any items prohibited by California Code of Regulations, Title 2, Section 599.718, as well as charges which exceed the limits stated in Section 599.719. I understand and agree that such charges may be deducted in full from any and all funds payable by the State to me, including any salary warrant(s) issued to me by the State Controller's Office.
>
> _____"

State Employee (Signature)

This statement must be contained on one of the following:

1. The Moving Service Authorization, STD. 255.
2. The invoice or claim.
3. As a separate statement.

DISTRIBUTION OF CHARGES BETWEEN AGENCY AND EMPLOYEE 3826

(Revised 03/07)

After the audit of the carrier's freight bill by the DGS Transportation Management Unit, your agency is responsible for any necessary distribution of charges between your agency and you. Use the following steps:

1. Adhere to CCR, Title 2, Sections 599.718 through 599.722.
2. The agency notifies the employee to send payment to the agency for all charges:
   a. Not covered or otherwise authorized.
   b. Not essential to the physical move of the goods as a single unit in regular carrier service. This includes moves of basic household furnishings from a single location at origin to a single location at destination either directly or through a storage warehouse.
   c. Resulting from split pickup and split delivery service.
   d. For overtime that was not authorized in advance by the agency.
   e. For expedited service.
   f. Resulting from nonessential service provided at the specific request of the employee.
   g. For transportation of pets such as birds, fish, cats, dogs, and livestock.
3. When the carrier's official weight certificate shows an actual weight of shipment that is more than the employee's authorized weight allowance, the DGS Transportation Management Unit determines the amount due from the employee for the extra weight. These charges will include those for transportation, packing containers and materials, packing and unpacking labor, and other services needed for the physical move of the goods as a single unit to the new location.
4. When the employee owes money, the agency must collect it and submit it with the invoice. Inability to contact the employee or the employee's reluctance to promptly pay does not excuse the agency from delaying the payment of the State's share. It is the agency's responsibility to ensure that the employee pays his/her portion promptly since the carrier is under contract with the State.

OVERSEAS SHIPMENTS **3827**
(Revised 03/07)

Agencies will let the DGS Transportation Management Unit know at least 90 days in advance of any requirement for household moves to or from overseas.

TRUCK AND SELF-HAUL TRAILERS **3828**
(Revised & Renumbered from 3826 2/93)

CCR, Title 2, Section 599.719 governs reimbursement for costs of moving household goods in a truck or trailer furnished by an employee. Truck or trailer rental charges must be supported by fully legible copies of paid rental agreements.

MOVING A MOBILE HOME 3829

(Revised 03/07)

If you are an employee who normally lives in a mobile home and have been authorized by the State to move, you may ask the State to pay for the moving of your mobile home. See CCR, Title 2, Sections 599.714 and 599.720. You may also ask the State to pay for certain costs of preparing the mobile home for movement over the highways, and for set-up at the destination. The additional reimbursed cost is limited to $2,000 not including maintenance, repairs, and parts. The cost of any permits, tolls, taxes, or charges fixed by the State or local authorities is also not included in the limit. The State will not reimburse maintenance, repair, and parts costs. You may not seek more reimbursement through Section 599.715 for the $200 miscellaneous allowance since this is specifically prohibited under CCR, Title 2, Section 599.720.

If you have arranged for the State to directly pay the moving company, you must get a copy of Moving Service Authorization/Bid Proposal–Mobile Home, STD. 255A, before the move. See (3800) A–5 in the Appendix.

Competitive Bids. You must get three competitive bids for preparing, transporting, set-up, and service. Transportation must include permits and escort services. These bids must be from licensed mobile home set-up and service companies, and PUC licensed highway carriers. Each bid must be completed by the carrier on STD. 255A. You will then forward the bids to the DGS Transportation Management Unit. According to the instructions on STD. 255A, the carrier must send the invoice directly to DGS Transportation Management Unit for review. The DGS Transportation Management Unit will then send the entire file back to your agency's accounting office for payment. The amount paid by the State Controller can never be more than the amount of the lowest bid.

Additional Information. The mover will transport your mobile home under a released valuation. The contents of your mobile home usually will not be insured. If you want to insure the contents or increase the coverage on the mobile home, you must do so at your own expense.

If you have questions about your mobile home move which your agency cannot answer, call DGS Transportation Management Unit in West Sacramento. The telephone number is (916) 376-1888 or CalNet 8-480-1888.

Refer complaints of poor set-up and service to the Contractors' State License Board's local field office. Refer complaints against the highway carrier who moved your mobile home to the PUC's local field office. See the Yellow Pages of the State Telephone Directory for either agency.

RELOCATION EXPENSES 3830

(Revised 03/07)

Costs of relocating will be reimbursed according to CCR, Title 2, Sections 599.721 and 599.722. See SAM Section 8572.1 for reporting and paying taxes on relocating expenses.

Generally permanent residences can be found within 60 days. Therefore the state will usually only pay for relocation expenses for up to 60 days. Exceptions to this are only approved in rare instances. If you want to apply for an extension because of an unusual and unavoidable hardship you may submit your request on a STD. 256. Send a STD. 256, along with an explanation of the hardship, to the Department of Personnel Administration, Personnel Services Branch, 1515 S Street, North Building, Suite 400, Sacramento, CA 95814. The following requirements must be satisfied in order to receive an extension for relocation:

Request early. You must submit your request *before* the 60 days are up. This is a statutory requirement. The DPA may not approve after-the-fact requests.

Hardship as a result of the move. The employee must prove that a hardship exists and that it is a direct result of the move. The hardship must be more than an inconvenience.

Unusual circumstance. The situation must be uncommon or rare to relocation. Normal delays in processing or completing the move will not be considered. For example, if a house does not complete escrow in the 60 days, an exception will not be granted. Since escrow usually takes 30 to 60 days, this is not uncommon. However, if an unusual event directly caused the delay in the close of escrow, an extension may be granted. An example might be a death in the seller's family. If this delayed the seller from vacating the house, an exception may be granted.

Unforeseeable circumstance. The delay must be unavoidable or unforeseeable prior to acceptance of the transfer. Further, the delay must be beyond the control of the employee. Consider such items as the housing market, advancement at the new location, increased income, cost of living at the new location, and the family status at the time of the relocation prior to accepting the transfer.

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RELOCATION EXPENSES **3830** (Cont. 1)
(Revised 03/07)

The DPA staff will review the employee's efforts to locate a residence. Even if all requirements are satisfied, the employee must document that every reasonable effort was made to step up the process of locating a new residence.

Examples of problems that have been denied in the past and will be denied in the future are as follows:

1. Purchasing a house under construction or to be constructed. This is a personal decision of the employee's. An extension will not be granted for this reason.

2. Areas with an obvious lack of available houses. Employees should examine the housing situation and make a decision accordingly when considering a transfer to cities that have an obvious lack of housing. The employee assumes the risk of a delay in locating a residence.

3. Unable to sell the old residence. The legislation clearly only permits reimbursement of relocation expenses for finding a new home, not for selling an old one. Delays in selling the old home will not be considered.

4. Damage to new home is found while in escrow. When purchasing a home, it is the buyer's duty to inspect the structure for damage. Later, if problems are found, it is the employee's responsibility, not the state's. An extension of per diem or storage allowance will not be granted.

SALE OF A RESIDENCE 3831

(Revised 9/96)

If you are a represented employee and you want to submit a claim for the sale of your residence, you must do so within one year of reporting to your new official headquarters. The DPA may grant you a one-time, six-month extension. See CCR, Title 2, Section 599.716(d). Your request for an extension of time must be on a STD. 256, and must be approved by your agency director or designated individual. Send your approved STD. 256 to the Department of Personnel Administration, Personnel Services Branch, 1515 S Street, North Building, Suite 400, Sacramento, CA 95814. You must also meet the following requirements in order to get approval of the extra time to sell your former residence:

1. You must state the date you were notified of your transfer.
2. You must state the date you reported to your new official headquarters.
3. Your request must be received by DPA *before* the one-year period is up.
4. You must show that you have been trying to sell your residence during the one-year period after your reporting date. You must state the date when your residence was placed on the market or listed with a realtor.

If you are a nonrepresented employee, your claim for sale of your old residence must be submitted within two years of reporting to your new official headquarters. No extensions will be allowed. See CCR, Title 2, Section 599.716(e).

EMPLOYEE RESPONSIBILITIES REGARDING RELOCATION 3832

(Revised 03/07)

It is the employee's responsibility to examine housing availability at the new location.

Represented employees must keep lodging receipts. Otherwise, you will be reimbursed at the non-commercial per diem rate.

Lodging receipts are not required for nonrepresented employees. You may claim the appropriate statewide relocation allowance for every full 24-hour period. Reimbursement for less than 24 hours shall be at the appropriate meal and/or lodging rate.

If you request per diem for more than 30 days, the amount is treated as income and taxed accordingly. In order to guarantee reimbursement for all expenses (tax deductions if over 30 days), the employee should retain all receipts for the relocation period. This includes lodging, meal, and incidental expenses. Establishments are required by law to furnish receipts upon request.

In order to support getting paid for all expenses, or for taking advantage of possible tax deductions, you should keep all receipts of the relocation period. By law, businesses must give you receipts upon request.

EXPRESS 3835

(Revised 03/07)

When you want to ship materials, supplies, and equipment by an express carrier, you should first contact DGS Transportation Management Unit to determine whether a regular truck carrier is as rapid and convenient as well as more economical.

PARCEL DELIVERY SERVICE 3836

(Revised 03/07)

Parcel delivery service is available to all points within the State and most of the world under DGS Master Services Agreements. For details see http://www.dgs.ca.gov/pd/Programs/Leveraged/masteragreements.aspx

Package size and weight are limited and limitations vary between parcel companies.

Exception. Do not use parcel company service for deliveries between State offices within the Sacramento area. Use Interagency Messenger Service.

COURIER AND OVERNIGHT DELIVERY SERVICE 3837

(Revised 03/07)

Use the State's Master Service Agreements for overnight delivery of documents. This contract is managed by the DGS Procurement Division. For details see http://www.dgs.ca.gov/pd/Programs/Leveraged/masteragreements.aspx

USE OF STRAIGHT BILL OF LADING, STD. 254 3840

(Revised 06/07)

When shipping anything, except for intra-agency and interagency mail, use the Straight Bill of Lading, STD. 254, to document the shipment. See (3800) A–3 in the Appendix. STD. 254 must be used no matter if the material is shipped by proprietary vehicle or by a for-hire carrier. Only the "Data Processing" copy of STD. 254 must be sent to the DGS Transportation Management Unit at 707 Third Street, Second Floor, West Sacramento, CA 95605-2811 after entering the freight charges for invoices $500 or less.

Use STD. 254 to comply with Federal laws governing the transportation of hazardous materials and to assure the accumulation of uniform and complete State shipping data required of the Department of General Services. For those reasons, departments must be sure that all shipments which they originate are correctly and completely documented by the original STD. 254 and the "Data Processing" copy is promptly forwarded to the DGS Transportation Management Unit with the freight invoice (over $500) for the DGS Transportation Management audit.

Departments may overprint the correct descriptions and freight classifications of often-shipped materials. You may contact the DGS Transportation Management Unit for help developing commodity descriptions and freight classifications.

HAZARDOUS MATERIALS SHIPMENTS 3845

(Revised 03/07)

If you ship hazardous materials, you are responsible for properly preparing shipping papers, marking and labeling containers, and providing placards as required. Government regulations prescribe rigid controls for handling and transporting hazardous materials. Whenever hazardous materials are included in a shipment, you must properly describe the hazardous goods on the shipping papers. You must use the proper shipping name, hazard class, and identification number provided in the regulations. Furthermore, you must sign the following certification on STD. 254:

This is to certify that the above-named articles are properly classified, described, packaged, marked, and labeled and are in proper condition for transportation, according to the applicable regulations of the Department of Transportation.

If you transport hazardous materials on State vehicles, you have the same responsibilities as shippers. You also are required to:

1. Carry shipping papers in a designated manner.
2. Have your vehicle equipped with required emergency equipment.
3. Placard your vehicle as required.
4. Properly load your vehicle.

The California Highway Patrol provides guidance on shipments of hazardous materials.

AUDIT OF FREIGHT BILLS 3851

(Revised 03/07)

Except as provided in SAM Section 3852, all freight bills must be approved by the DGS Transportation Management Unit before they can be scheduled for payment. If a freight bill doesn't bear Transportation Management's approval stamp, it will be taken out of the claim schedule by the State Controller's Office and returned to the agency. With the returned bill will be a request that it be approved by the DGS Transportation Management Unit before resubmitting for payment. The DGS Transportation Management Unit audit ensures compliance with Government Code Section 14920.

In order to let DGS Transportation Management Unit audit and approve your vendor's freight bills, all submitted freight bills must have the following documents attached: See SAM Section 8422.1.

1. The invoice.
2. When the freight costs more than $50, attach all supporting prepaid freight bills.
3. A copy of your purchase order with the vendor.

Even though DGS audits each invoice, your agency still must ensure that payments are correct and are not duplicated.

DGS Transportation Management Unit looks at the following areas:

1. If your contract or purchase order does not give specific shipping instructions, your vendor will be expected to use the lowest cost modes and carriers needed to safely transport the shipment. Costs for exempt, private, or commercial carriers cannot be more than that of the lowest cost government rate tenders.
2. Costs for shipments transported wholly within California cannot be more than the lowest lawful charges on file with the PUC for the transportation furnished.
3. Vendor's add-ons such as service charges for prepaying freight will not be allowed unless they are clearly listed on the contract or purchase order.

If the vendor's bill is for services that are different from the above conditions, you must attach a statement to the invoice. Your statement must identify the exact rates, charges, and circumstances which you agreed upon before the transportation or PUC services were begun.

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AUDIT OF FREIGHT BILLS **3851** (Cont. 1)
(Revised 03/07)

Except for those listed under SAM Section 3852, you must forward all freight bills to DGS Transportation Management Unit, 707 Third Street, Second Floor, West Sacramento, CA 95605-2811. Clearly identify the name, five-digit billing code and mailing address of your State agency. Include the supporting documents required in this SAM Section. Bills certified for payment may be scheduled to the State Controller's Office via the DGS Transportation Management Unit to expedite processing. If you schedule bills in this manner, you should ensure that bills not requiring the DGS Transportation Management Unit audit are placed on separate schedules and sent directly to the State Controller's Office.

Bills received from carriers for freight transported under Federal Government Bills of Lading should be returned to these carriers with instructions to bill their charges to the federal government.

EXEMPTION FROM APPROVAL **3852**
(Revised 12/09)

DGS Transportation Management Unit approval of freight bills is not required for any of the following situations:

1. The amount of the freight bill is $500 or less.
2. Services performed under a contract, pursuant to the requirements of SAM Section 1200 et seq., specifying the exact rates to be applied for the services.

DISCOUNT-BEARING INVOICES CONTAINING FREIGHT CHARGES **3853**
(Revised 03/07)

Agencies must directly pay from their revolving fund all freight invoices that are discounted for payment within 30 days. After payment, send these invoices and supporting documents to DGS Transportation Management Unit for audit.

RECEIVING AND INSPECTING FREIGHT SHIPMENTS 3861

(Revised & Renumbered from 3860 2/93)

When you receive a shipment, ask the shipper the following questions:

1. Is it for me? Check the delivery receipt for the consignee's name and address. If your agency has more than one location, make sure the goods are for this exact address. Check the freight to see if it is the same as described on the delivery receipt. Look at the label on each item to make sure the shipment belongs to you.

2. Is it damaged? Do not sign the receipt before inspecting for damage. Check for holes, water, stains, and tears. Pick up cartons if you can. Check for rattling. Listen for something broken inside. Check to see if any packages have been opened or if the sealing tape has been tampered with.

3. Is the piece count correct? Count the pieces and match the number on the delivery receipt to the number you have counted. If the shipment is on a pallet, check to make sure the pallet is solid with no voids inside the stack. If the shipment is shrink or stretch wrapped, make sure the wrap hasn't been cut and pieces removed. Sign only for the type of unit you receive. For example: two pallets. Don't sign for the number of packages that are supposed to be on the pallet. However, if time permits or the pallet is not banded or shrink wrapped, count the packages, and only then sign for the number of packages.

If your delivery doesn't check out, do one of the following:

1. Refuse shipment if it isn't yours, if the shipment does not meet the terms specified by your agency, or is damaged to the point where it no longer has a value.

2. If yours, and only partially damaged or short, accept it and note exceptions on the delivery receipt.

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RECEIVING AND INSPECTING FREIGHT SHIPMENTS **3861** (Cont. 1)
(Revised & Renumbered from 3860 2/93)

How to note exceptions:

1. Damage Notations: Be specific. Describe the damage accurately. Pinpoint the locations of all defects. If you can see the damage, have the driver wait while you open and inspect the packages. Write down the number and identity of the damaged pieces. This is called a "joint inventory."

2. Shortage Notations: If part of shipment is missing, write the number of pieces actually delivered on the delivery receipt and circle it. Then write down the number of pieces missing and note them as "short."

3. Signatures: Write down all exceptions on *both* copies of the delivery receipt. Have the driver sign both copies of the delivery receipt in his full name (not initials or nicknames). After the driver signs, you sign also. Write your agency's name, your full name, the date, and the time of day.

Follow these steps when requesting an inspection:

1. The receiving person is responsible for requesting the carrier to inspect the damaged goods and packaging. The formal request should be made by phone right after discovering any loss or damage.

2. After the phone request, make out a request for inspection by the carrier in writing. Note the date and time of your previous phone call and the person contacted. Keep a copy of your request letter on file.

3. Once contacted about damage or shortage, the carrier may waive inspection and tell you so. If so, write down the name of the person who waived the inspection, and the date and time of waiver. Then conduct your own detailed inspection. Write up your findings in a report and attach it to the file. If you can, take photographs to confirm your inspection report.

CLAIMS AGAINST FREIGHT CARRIERS FOR LOSS OR DAMAGE TO SHIPMENTS 3862

(Revised 03/07)

Use the following instructions for filing a claim against a carrier for loss or damage to shipments in transit:

1. If your claim is for less than $100, file it directly with the carrier.
2. If your claim is for $50 or less, you do not have to collect if your agency has authorization from the State Victims Compensation and Government Claims Board under Government Code Section 13943.2.
3. If your claim is for $100 or more, send your claim to DGS Transportation Management Unit. Include all documents and information that will help the DGS Transportation Management Unit file the claim.

If you ask, the DGS Transportation Management Unit will advise and help you with loss and damage problems.

STATUTORY TIME LIMIT FOR FILING CLAIMS 3863

(Revised 02/93)

Claims against regulated commercial carriers must be filed in writing with the carrier within nine months after delivery. In the case where the delivery did not occur, file within nine months from a reasonable time when delivery should have occurred. The carrier may not waive this requirement.

RESPONSIBILITY FOR FILING CLAIM 3864

(Revised 02/93)

Whoever owns the freight while in transit has the responsibility for filing claims for loss and damage. Unless the purchase contract states otherwise, the F.O.B. point governs the transfer of title. Therefore, for goods purchased under "F.O.B. Destination" or "F.O.B. Delivered," the shipper or vendor must file the claim against the carrier for loss or damage. If the F.O.B. point is other than destination, the receiving agency owns the goods while in transit and must file any claims.

F.O.B. ORIGIN SHIPMENTS—PAYMENT OF INVOICES AND FREIGHT BILLS 3865

(Revised 03/07)

When goods are purchased F.O.B. origin, title to the goods passes to the consignee upon delivery of the shipment to the carrier at point of origin. Therefore, the shipper (vendor) should be promptly paid for all merchandise signed for on the carrier's original bill of lading whether or not the goods were actually received. This is also the case when the goods are received in damaged condition as long as the carrier specified in the purchase contract what routing was used. Otherwise, call the DGS Transportation Management Unit for assistance before your pay the vendor. By law, the carrier must collect the transportation charges. A properly prepared claim must be filed against the carrier for recovery of the amount of the loss or damage including freight charges paid on the lost or damaged portion of the shipment. If a whole shipment is lost, the carrier's freight bill should not be paid.

F.O.B. DESTINATION SHIPMENTS—PAYMENT OF INVOICES 3866

(Revised 03/07)

When goods are purchased F.O.B. Destination (F.O.B. Delivered), title to the goods remains with the shipper (vendor) until delivered by the carrier to the consignee in original or acceptable condition. If loss or damage occurs in transit, the vendor must replace the goods or otherwise compensate the consignee. Immediately notify the vendor of any problems and give the vendor the following documents to enable him to file claim against the carrier for recovery of the loss:

1. A copy of the freight bill (delivery receipt) bearing notation of loss or damage signed by the driver.
2. If the damage is concealed, a copy of the carrier's Inspection Report.
3. A statement of all pertinent facts that are not included above.

Payment of the vendor's invoice should be adjusted by the amount of the shortage or damage, or payment should be withheld until compensated by replacement items or repairs.

DISPOSITION OF DAMAGED SHIPMENTS 3867

(Revised 02/93)

Carriers are almost always responsible for transit loss or damage. However, consignees have a legal responsibility for keeping damage costs at a minimum and must accept damaged freight that can be reasonably repaired. If the goods are damaged so much that they become almost worthless, you may refuse the delivery. In that case be sure to file a claim for the full value of the shipment.

Some items can only be repaired by the factory where they were made. If repair costs are more than $100 and more than one company can make the repairs, try to get competitive bids.

Carriers who pay the full invoice price for claims on goods that are damaged beyond reasonable repair are, in effect, purchasing the damaged goods. The carrier will usually want the damaged goods as salvage. Therefore, you must hold the damaged goods and make them available for the carrier to pick up.

CONCEALED DAMAGE OR LOSS 3868

(Revised 02/93)

There are often disputes about who is responsible for concealed damage or loss of shipments. However, this type of claim is just as valid as any other type. If part of the shipment is missing, you must prove that the missing goods were actually shipped and then were not delivered. If goods were damaged, you must establish that the goods were properly packed in their containers, yet were damaged when they were delivered. Without this proof, carriers may refuse settlement. If you discover shortage or damage after delivery, report it promptly to the carrier and request an inspection. *Do not complete the unpacking*. Hold all packing materials and merchandise as discovered pending inspection. You only have 15 days after delivery of the shipment to report any concealed damage. If you do not report within this 15-day period, the carrier may decline the claim.

DOCUMENTS REQUIRED IN SUPPORT OF CLAIMS 3869

(Revised 03/07)

If you are filing a claim for loss or damage against a carrier, attach the following documents to the claim. If DGS Transportation Management Unit is filing the claim (claims of $100 or over), send the documents to them. If a vendor is filing the claim against the carrier, send the documents to the vendor.

1. Original bill of lading.
2. Copy of the carrier's freight bill or delivery receipt bearing notation of shortage or damage.
3. Original or certified copy of the purchase or repair invoice.
4. Carrier's inspection report (when issued).
5. Bond of indemnity (available from carriers) in place of the original paid freight bill.
6. Statement of additional facts or conditions when required to sustain reported loss or damage.

SPLIT PICKUP AND SPLIT DELIVERY SHIPMENTS 3870

(Revised 03/07)

Sometimes you can get lower freight costs by consolidating small lots into split delivery or split pickup shipments. Take advantage of these freight savings whenever possible. See SAM Section 3801 for the PUC definitions of split pickups and deliveries.

You must prepay all charges for split delivery shipments. The carrier may not collect charges of any nature from any consignee. You cannot ship more than 40 delivery components per shipment. If the components average less than 1,000 pounds per delivery component or exceed 20 components per master bill, you will be charged extra.

In addition to the component parts picked up by the carrier, a split pickup shipment may include other component parts delivered to a carrier's depot by the consignor or the consignor's agent. Each shipment will be limited to 40 pickup components. Additional charges are made when the components average less than 1,000 pounds per pickup component or exceed 20 components per master bill.

Often you can save a great deal of money on shipments by using split delivery or split pickup service. In cases where individual shipment lots are for delivery to points grouped in the same general geographic area, or the movement is in the same general direction over a carrier's freight route, you should consider consolidating and shipping the lots in a single split shipment. Contact the DGS Transportation Management Unit for assistance.

Lots must be handed over to the carrier at one time on one shipping document. The tariff requirement reads as follows:

> At the time of or prior to the initial pickup of any portion of the shipment, an appropriate written document is issued by the consignor for each component part, said document containing all of the information required to prepare a bill of lading in compliance with provisions of Item 360 of the Governing Classification. In addition, the consignor shall provide the carrier with a single document containing written information setting forth in summary, the total numbers and kind of packages, description of articles, and total weight of all commodities described on the bills of lading for each component part. Said document shall also reflect total number of pieces and total weight of all commodities in the shipment and must make reference, by number or other individual identity, to each bill of lading issued for a component part.

FREIGHT TARIFFS AND RATE AGREEMENTS **3885**
Revised 03/07)

Shipments via Surface Commercial Carriers. Shipments by commercial carriers are usually subject to the terms and conditions of the standard bill of lading contract. Rather than list the rates, this contract just calls upon the use of set tariff rates. Since these tariffs fix the exact rates for the services, no further agreement of rates is necessary. DGS Transportation Management Unit will verify the rates on the freight bills against the tariffs. The DGS Transportation Management Unit will obtain adjustments of any overcharges for you.

Under certain special circumstances, commercial carriers may grant the government less than tariff rates. Carriers quoting government rates may be subject to certain regulatory constraints. All such negotiations should be cleared through DGS Transportation Management Unit.

When using government rates, add the following sentences to the shipping documents: "Freight is for the account of the State of California. Transportation hereunder pursuant to (cite carrier and tender number)."

Contracts and purchase orders must instruct vendors to also place this sentence on the bill of lading issued to the carrier. Contact DGS Transportation Management Unit for availability of government rates on shipments starting from or destined to points outside of California. The DGS Transportation Management Unit will verify the rates on the freight bills against the tariffs and obtain adjustments for any overcharges on your behalf.

Shipments via Air Carriers. Air carriers have been deregulated. Air cargo rates fluctuate and are negotiable. Call DGS Transportation Management for help when air freight is required.

Shipments via Contract and Exempt Surface Carriers. Contract carriers and exempt carriers do not have to charge any fixed rates. Contact the DGS Transportation Management Unit for assistance before using such carriers.

Routing Guides. If you are going to use a commercial carrier, you should consult with the DGS Transportation Management Unit to see which carrier and route will give you the best balance of low cost and responsiveness to needs of shippers and consignees. Where appropriate, the DGS Transportation Management Unit will develop routing guides and will issue bulletins on procedures to follow for freight routing.

Carrier Operating Authority. If you are unsure of the category of a particular carrier, ask the carrier to give you the information in regard to the type of hauling involved. Do not use carriers who do not have the required operating authority from the California or Federal regulatory agencies. Call DGS Transportation Management Unit if you have any questions about this.

STATE OF CALIFORNIA
STANDARD AGREEMENT
STD 213 (Rev 06/03)

AGREEMENT NUMBER
REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

CONTRACTOR'S NAME

2. The term of this Agreement is: through

3. The maximum amount of this Agreement is: $

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work	page(s)
Exhibit B – Budget Detail and Payment Provisions	page(s)
Exhibit C* – General Terms and Conditions	
Check mark one item below as Exhibit D:	
☐ Exhibit - D Special Terms and Conditions (Attached hereto as part of this agreement)	page(s)
☐ Exhibit - D* Special Terms and Conditions	
Exhibit E – Additional Provisions	page(s)

Items shown with an Asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto. These documents can be viewed at www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR		***California Department of General Services Use Only***
CONTRACTOR'S NAME *(if other than an individual, state whether a corporation, partnership, etc.)*		
BY *(Authorized Signature)*	DATE SIGNED *(Do not type)*	
PRINTED NAME AND TITLE OF PERSON SIGNING		
ADDRESS		
STATE OF CALIFORNIA		
AGENCY NAME		
BY *(Authorized Signature)*	DATE SIGNED *(Do not type)*	
PRINTED NAME AND TITLE OF PERSON SIGNING		☐ Exempt per:
ADDRESS		

Print Clear

STATE OF CALIFORNIA
PURCHASE ESTIMATE
STD. 66 (REV. 10/2006)

DATE PREPARED BY AGENCY MO. DAY YEAR	DATE STOCK WANTED MO. DAY YEAR	AGENCY BILLING CODE	PURCHASE ESTIMATE NUMBER	PAGE OF
				1

IMPORTANT

Follow instructions on reverse for completing this form.

DELIVERY AREA CODE
1 2 3 4 5 6 7 8 9 10 11 12

CERTIFICATION OF REFERENCED VENDOR
☐ SMALL BUSINESS ☐ DVBE ☐ NONE

SHIP TO

SUPPLIER REFERENCE OR INFORMATION TO PROCUREMENT DIVISION

CHARGE TO

MAIL INVOICE IN TRIPLICATE TO

AGENCY CONTACT REGARDING THIS ESTIMATE (NAME AND PUBLIC PHONE NUMBER)

Same as SHIP TO unless otherwise noted.

LINE NO.	QUANTITY	UNIT	COMMODITY CODE NUMBER	DESCRIPTION	UNIT PRICE	EXTENSION
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
					Subtotal	$0.00
				Tax	7.75%	$0.00
						$0.00

I hereby certify upon my own personal knowledge that budgeted funds are available for this encumberance (after T.B.A. No. or B.R. No.)

PROGRAM/CATEGORY *(Code and Title)*

ACCOUNTING OFFICER | PHONE NO. (CALNET) | FUND TITLE | *(OPTIONAL USE)*

I hereby certify upon my own personal knowledge the expenditures above are necessary to perform the functions stated.

ITEM | CHAPTER | STATUTE | FISCAL YEAR

SIGNATURE AND TITLE | PHONE NO. (CALNET) | OBJECT OF EXPENDITURE *(Code and Title)* | ☐ O.E. ☐ EQUIP.

I hereby authorize the estimated expenditure above.

ENCUMBRANCE ADJUSTMENT ☐ INCREASE ☐ DECREASE | UNENCUMBERED REMAINDER AFTER POSTING AEL.

SIGNATURE AND TITLE | PHONE NO. (CALNET) | PROPERTY SURVEY NUMBERS ATTACHED | DO FUNDS EXPIRE AT THE END OF F.Y. ☐ YES ☐ NO

STATE OF CALIFORNIA
PURCHASE ESTIMATE
STD. 66 (REV. 10/2006) (REVERSE)

INSTRUCTIONS
(PLEASE READ CAREFULLY)

All Purchase Estimates must be submitted to the Procurement Division in typed form. Only one (1) copy of the Purchase Estimate is required. To avoid rejection, **DO NOT** list more than one (1) commodity group, as defined in the PIN Commodity Catalog, on the Purchase Estimate submitted. Each commodity group requires a separate Purchase Estimate.

Adherence to the following specific instructions for completing the Purchase Estimate form will promote timely processing of each purchasing document. Emphasis on neatness and accuracy of Purchase Estimate is most important.

1. DATE PREPARED BY AGENCY — Use the date the Purchase Estimate is typed.

2. AGENCY BILLING CODE — Enter your Agency Billing Code. (**PRIOR** to use, new Agency Billing Codes must be forwarded to the Department of General Services, Accounts Receivable, for addition to the PIN system.)

3. PURCHASE ESTIMATE NUMBER — The agency-assigned Purchase Estimate Number must be entered in this field and must not exceed 15 digits and can be either alphabetic, numeric or a combination of both. The Agency Purchase Estimate Number must be entered from left to right.

4. DELIVERY AREA CODE — Circle **ONLY ONE** (1) Delivery Area Code. Please list any additional delivery information either on this form if space is available, or as supplemental information. Delivery Area information is available on the Delivery Area Map in the PIN Commodity Catalog.

5. CERTIFICATION OF REFERENCED VENDOR — Government Code Section 14838.5 shall be utilized to contract with an eligible certified small business or an eligible certified disabled veteran business whenever practicable and possible. Check one or two boxes to identify the certification(s) of the referenced vendor.

6. LINE NUMBER — Each page of a Purchase Estimate is limited to a maximum of five (5) PIN Commodity Code numbers which must be numbered sequentially beginning with number one (1) . (Please double space between each completed line.)

7. UNIT — Unit of measure must be shown **EXACTLY** as indicated in the PIN Commodity Catalog.

8. COMMODITY CODE NUMBER — The **ENTIRE** Commodity Code number must be shown **EXACTLY** as indicated in the PIN Commodity Catalog.

9. DESCRIPTION — Must be typed **EXACTLY** as shown in the PIN Commodity Catalog. Additionally, give an adequate description of the commodity to be purchased so that **ANYONE** reading the description can interpret what commodity is being purchased.

Completion of all other information categories is self-explanatory. It should be noted that all approval signatures and accounting and fiscal data have been consolidated on the bottom of the form.

STATE OF CALIFORNIA – GENERAL SERVICES PROCUREMENT DIVISION

ORIGINAL

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NOTICE:
Shippers of hazardous materials must enter 24-hour emergency response telephone number under ***"Hazardous Materials Articles."***

STRAIGHT BILL OF LADING - SHORT FORM - ORIGINAL - Not Negotiable

STD. 254 (REV. 6/2005)

RECEIVED, subject to the classifications and tariffs in effect on the date of the issue of this Bill of Lading, the property described below, in apparent good order, except as noted (contents and condition of contents of packages unknown), marked, consigned, and destined as indicated below, which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery at said destination, if on its route, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion of said route to destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the terms and conditions of the Uniform Domestic Straight Bill of Lading set forth in the applicable motor carrier classification or tariff.

Shipper hereby certifies that he is familiar with all the terms and conditions of the said bill of lading, set forth in the classification or tariff which governs the transportation of this shipment, and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns.

FROM CONSIGNOR

TO CONSIGNEE

BILL OF LADING NO.

DATE

SHIPPER NO.

IS THIS BILL OF LADING PART OF A MASTER BILL? ☐ NO ☐ YES ☐ NO. OF DROPS

☐ TO BE PREPAID

BILL TO:

Subject to Section 7 of Conditions of applicable bill of lading, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement.
The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.

☐ FREIGHT COLLECT

SIGNATURE OF CONSIGNOR

CARRIER NAME

CARRIER FEDERAL IDENTIFICATION NUMBER

NO. AND TYPE OF PACKAGES	TYPE OF PACKAGE, DESCRIPTION OF ARTICLES, SPECIAL MARKS, AND EXCEPTIONS **HAZARDOUS MATERIALS ARTICLES** *For 24-hour emergency response, call:*	LINE ITEM CLASS NO.	CLASS	LINE ITEM WT. (Subj. to Correct)
	This is to certify that the above named materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.			
0	**TOTAL NO. OF PIECES**		**TOTAL WEIGHT**	0

SHIPPER'S SIGNATURE — DATE SHIPPED

DRIVER'S SIGNATURE — DATE SHIPPED

1

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STATE OF CALIFORNIA – DEPARTMENT OF PERSONNEL ADMINISTRATION

MOVING SERVICE AUTHORIZATION
(Employee Household Goods)

STD. 255 (REV. 7/2006)

PART I AUTHORIZATION

_____ , a state employee, has been authorized to change his/her
(Name) (CB/ID)

headquarters from _____ to _____ , under the
(City, State) (City, State)

provisions of the Department of Personnel Administration Regulations. Said employee is authorized to contract for the moving of his/her household goods to **the new headquarters location** for the account of the State of California; such contract to be in accordance with the terms set forth below, the provisions of the Department of Personnel Administration Regulations and any other applicable laws. Unless previously revoked by notice to carrier, this authorization will expire automatically six months from date of issue or on the expiration date shown below.

STATE AGENCY	DATE OF ISSUE
STREET CITY	EXPIRATION DATE
AUTHORIZING OFFICIAL (Signature)	AUTHORIZING OFFICIAL -TITLE (To be Typed)
I hereby agree to notify my agency and pay transportation and related charges on any items prohibited by Section 599.718, as well as charges which exceed the limits stated in Section 599.719. I understand and agree that such charges may be deducted in full from any and all funds payable by the State to me, including any salary warrant(s) issued to me by the State Controller.	STATE EMPLOYEE (Signature)
	TITLE / NEW HEADQUARTERS PHONE NUMBER

PART II AGREEMENT

The below named carrier agrees to move the household goods of the authorized state employee from _____

_____ to _____ commencing said move on

or about _____ . Carrier certifies that s/he has filed a "Transportation Rate Agreement/ Household Goods (TRA/HHG)" with the California Department of General Services, has been notified of receipt of the (TRA/HHG) by the State, and that to the best of his/her knowledge s/he is presently on the eligible list of carriers authorized to move household goods shipments for the account of the State. Carrier agrees to provide services in accordance with the provisions of the (TRA/HHG), the terms of which are hereby incorporated into this agreement, and to invoice the authorizing state agency for such services at the rates and charges specified in the (TRA/HHG).

CARRIER	FEIN NUMBER (Taxpayer I.D. or Social Security Number)	
CARRIER'S AUTHORIZING OFFICIAL (Signature)	TITLE	DATE

INSTRUCTIONS

1. **Part I - Authorization,** will be completed in quadruplicate by the authorizing official of the state agency ordering the move, and authorized employee's signature will be obtained in Part I on all copies. Original and two copies will be given to authorized employee; fourth copy retained by the agency.

2. **Part II - Agreement,** will be completed in triplicate by the accepting carrier and authorized employee. Original will be retained by the carrier, duplicate will be retained by the employee, and triplicate will be mailed by the employee direct to State Transportation Management, 707 Third Street, Second Floor, West Sacramento, CA 95605.

3. **Billing Instructions to Carrier:**

   Invoice all charges to _____ , but mail itemized invoice with supporting documents to State Transportation Management, 707 Third Street, Second Floor, West Sacramento, CA 95605. Any required proration of moving charges between the State and the employee will be accomplished by the funding State agency.

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STATE OF CALIFORNIA—DEPARTMENT OF PERSONNEL ADMINISTRATION

MOVING SERVICE AUTHORIZATION/ BID PROPOSAL—MOBILE HOME

STD. 255A (REV. 7/2006)

COMPLETE IN TRIPLICATE
ORIGINAL TO STATE EMPLOYEE
DUPLICATE } TO BIDDER
TRIPLICATE }

PART I—AUTHORIZATION ***(To be completed by department)***

EMPLOYEE NAME	CB/ID	DATE ISSUED	EXPIRATION DATE *

The State employee named above has been authorized to change his/her headquarters as shown below, under the provisions of the Department of Personnel Administration Regulations. Said employee is authorized to contract for the moving of his/her mobile home to the new headquarters location for the account of the State of California; such contract to be in accordance with the terms set forth below and the provision of Section 599.720, and any other applicable laws. Unless previously revoked, by notice to the commercial firm, this authorization will expire when indicated above.

FROM	TO

STATE AGENCY	ADDRESS *(Street)* *(City)* *(State)* *(ZIP Code)*

AUTHORIZING OFFICIAL'S SIGNATURE	TITLE

***UNLESS SPECIFIED ABOVE, THIS AUTHORIZATION WILL EXPIRE SIX (6) MONTHS FROM THE DATE OF ISSUE.**

PART II—BID PROPOSAL ***(To be completed by mobile home mover)***

NOT TO EXCEED THE TOTAL OF THE PRICES SHOWN BELOW, I/WE HEREBY AGREE TO MOVE A (Type and size of mobile home)

FOR *(State employee's name)*

AN EMPLOYEE OF THE *(State agency name)*

FROM *(Origin location)*

TO *(Destination location)*

PART III—QUOTATION FOR SERVICES AT ORIGIN AND DESTINATION

Labor to disassemble and assemble coach(es)**	$
Awnings down and up	$
Skirting down and up	$
Truck or trailer to transport trailer coach accessories	$
Material *(itemize in remarks section and include blocks, pads, utility connections, material to seal mobile home, etc.)*	$
Towaway services	$
Permits	$
Escort services	$
Storage in transit	$
Other	$
Total of Above *(See billing instructions)*	$ 0.00

** Includes all labor for:

1. Removing and reinstalling antennas, air conditioners and porches;
2. Unblocking and reblocking;
3. Disconnecting and connecting utilities;
4. Sealing and other work necessary to prepare mobile home for transportationover the highways; and
5. Per diem charges for movers where required.

BILLING INSTRUCTIONS

Unless otherwise noted under remarks, all charges including those of the highway carrier will be billed to the State by the contractor who submits this bid. Invoice supported by a signed legible copy of this proposal must be submitted for payment to California Department of General Services, State Transportation Management, 707 Third Street, Second Floor, West Sacramento, CA 95605. Charges for permits will be deleted if contractor fails to attach legible photo copies of permits. Charges for escort services may be deleted if contractor fails to show points between which pilot car services were required. The State will prorate to the employee any charges not borne by the State.

(Continued)

(Continued)

STATE OF CALIFORNIA—DEPARTMENT OF PERSONNEL ADMINISTRATION

MOVING SERVICE AUTHORIZATION/
BID PROPOSAL—MOBILE HOME

STD. 255A (REV. 7/2006)
(REVERSE)

HIGHWAY CARRIER	
HIGHWAY CARRIER'S NAME AND ADDRESS	CAL T–NUMBER
BIDDER'S NAME AND ADDRESS *(Print or type)*	BID DATE
BIDDER'S AUTHORIZED REPRESENTATIVE *(Signature)*	BIDDER'S STATE CONTRACTOR'S LICENSE NUMBER

Reimbursement for Movement of a Trailer Coach

For the movement of a trailer coach which contains the household effects of an officer or employee, and has served as the employee's residence at the previous location at the time of notification of relocation, reimbursement will be allowed as follows:

(a) For tolls, taxes, charges, fees or permits fixed by the State or local authority required for the transportation or assembly of trailer coaches actually incurred by the employee.

(b) Where transportation of the trailer coach is by the employee, distance may be claimed for a one-way trip at the rates specified in Section 599.630(b) or 599.631(a) of the Department of Personnel Administration Regulations.

(c) For charges, not to exceed $2,000, for disassembly and assembly of the trailer coach, skirts, awnings, porch, and other miscellaneous itemized expenses related to the dissolution of the old household and/or the establishment of the new household:

(1) Three competitive bids shall be obtained and reimbursement shall be for the lowest bid.

(2) Bids in excess of $2,000 require Department of Personnel Administration approval prior to the movement of the trailer coach.

(3) Reimbursement received under Section 599.720 precludes any additional reimbursement under Section 599.715 of the Department of Personnel Administration Regulations.

(4) Exceptions to Section 599.720 may be granted by the Director of the Department of Personnel Administration if it has been documented that the movement of the trailer coach was conducted in the most economical fashion available and that the total cost of said movement did not exceed the probable cost of moving and relocation expenses incurred by a comparable conventional move.

(d) Where transportation of the trailer coach is by a commercial mobile home transporter:

(1) Movement of the trailer coach at the quoted rate bid by the mobile home transporter including permits and escort services; and

(2) Storage-in-transit not in excess of 60 calendar days.

(e) Reimbursement will not be allowed for:

(1) Purchase of parts and materials except for those items necessary to comply with minimum requirements of the California Code of Regulations, Title 25, Chapter 5.

(2) Repairs including tires and tubes and breakdown in transit.

(3) Costs associated with maintenance of the trailer coach or for separate shipment of household effects by a household goods carrier which cannot be transported in the trailer coach.

(f) Reimbursement will be allowed for the actual cost supported by voucher of rental and installation of axles necessary to comply with the requirements of Chapter 5, Article 1 of the California Vehicle Code.

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STATE OF CALIFORNIA

MOVING/RELOCATION EXPENSE APPROVAL REQUEST

STD. 256 (REV. 2-96)

INSTRUCTIONS

1. Request must be complete and legible.
2. No claim will be considered unless it is first processed by the agency headquarters office and signed by authorized staff.

CLAIMANT'S NAME		CLAIMANT'S WORK TELEPHONE NUMBER	CB/ID
REQUESTING AGENCY NAME		REQUESTING AGENCY ADDRESS	
PERIOD FOR WHICH THE EXCEPTION IS REQUESTED	TOTAL REQUESTED $	AGENCY CONTACT PERSON	TELEPHONE NUMBER

CHECK ONE, GIVE EXPLANATION BELOW, AND ATTACH REQUIRED INFORMATION / DOCUMENTS

☐ 1. **EXCESS MOVING WEIGHT ALLOWANCE.** (Household effects in excess of the maximum allowance (11,000 lbs.) requires appointing power approval.) See Department of Personnel Administration (DPA) Rule 599.719, Section 3823 of the State Administrative Manual (SAM) and DPA delegations. **Weight in excess of 23,000 lbs. will be paid by the employee.**

A. Legible copy of carrier's estimate of moving weight and costs-front and back with notations of items to be moved.
B. If estimated weight is over 15,000 lbs., send legible copy of Inventory of Household Goods after move occurs.
C. Copy of weighmaster's certificate or carrier's bill showing total weight of household goods (if appropriate).
D. Size of family to be moved.
E. Reason for extra weight (describe hobbies, heavy furniture, large library, etc.).
F. What efforts were made to reduce the weight?
G. Additional information that might have a direct bearing on the case.

☐ 2. **ADDITIONAL RELOCATION ALLOWANCE.** (Relocation allowance in excess of 60 days.) DPA Rule 599.721 or 599.722 and Section 3830 of SAM. **Extensions under 599.721 require DPA Approval. Extensions under 599.722 are subject to the conditions set forth in the rule.**

A. Date of transfer notification and actual transfer date.
B. Actual per diem claimed to date.
C. Beginning and ending dates.
D. What are the unusual circumstances?
E. Exactly where is the employee currently residing? (Provide name and address.)
F. List the employee's anticipated daily expenses.
G. Total cost of additional relocation.

☐ 3. **ADDITIONAL STORAGE.** (Storage allowance in excess of 60 days.) DPA Rule 599.719 and Section 3824 of SAM. **Requires DPA approval.**

A. Date goods were stored.
B. Additional days requested.
C. Transfer date of employee.
D. Housing circumstances of the employee and his/her family during the period of storage.
E. Reason why request is being tendered.
F. Cost of additional storage.

☐ 4. **SIX-MONTH EXTENSION FOR THE SALE OF THE OLD RESIDENCE.** (Applies only to represented employees subject to DPA Rule 599.716.) **Requires departmental approval.**

A. Date of transfer notification.
B. Actual transfer date.
C. Date the residence was placed on the market.
D. Efforts made to sell residence during the one-year period after transfer.

☐ 5. **OTHER** ***(Specify)*** _____

EXPLANATION / REASON *(If more space is needed, use reverse)*

Complete, initial, and date the following certification:

I certify that no articles prohibited by DPA Rule 599.718 are included in the estimated total weight of _____ lbs. Permission is requested to include _____ lbs. of excess weight. *Initials* _____ *Date*

I certify that the above information is true and correct.	CLAIMANT'S SIGNATURE		DATE SIGNED
AGENCY HEADQUARTERS APPROVAL	TITLE	DATE APPROVED	TELEPHONE NUMBER
DEPARTMENT OF PERSONNEL ADMINISTRATION APPROVAL	TITLE		DATE SIGNED