

Warehouse Services Manifest

Department: _____ Contact Name: _____

Email Address: _____ Phone Number: _____

Building/Room Number: _____

Once this Manifest is complete, email it to **warehousefacilities@liberty.edu** for approval. Warehouse Services will return the approved manifest and enter a work order for Materials Movement to pick up all item(s) listed. Materials Movement will not pick up any item(s) without an WS Approved Manifest. Materials Movement will **ONLY** pick up the item(s) listed **ON** the Approved Manifest. **For any questions about storing items, send an email to warehousefacilities@liberty.edu.**

Will Items be Reused by Department: NO YES Reuse Date: _____

If your department is storing item(s), the **Reuse Date** is a mandatory field. Warehouse Services can only store furniture or like item(s) for a maximum of 6 months, except in extenuating circumstances with prior approval.

If your department is not reusing the item(s) please list the estimated monetary value for liquidation purposes. If no estimate is provided, Warehouse Services will liquidate item(s) at fair market value.

Quantity:

List of Items being moved:

Special Instructions:

For Official Use Only

Rev 09/2022

MM Approval: _____ Date Completed: _____ Work Order # _____

WS Approval: _____ Date Completed: _____ Storage Location: _____