URI Central Receiving  
Move Work Order Flow Chart  

Work Order for Move is Completed and sent to central_receiving@etal.uri.edu  

The Property Officer sends a credit statement with the IVPO to Accounts Payable  

Work Order is evaluated by Property Officer and a quote is generated  

Property Officer emails quote to Requestor  

The Requestor signs the IVPO and sends it to Accounts Payable  

Requester emails IVPO to the Property Officer  

The move is scheduled  

The move is completed  

The Property Officer sends a credit statement with the IVPO to Accounts Payable