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

The Requestor signs the IVPO and sends it to Accounts Payable

Property Officer emails quote to Requestor

The move is completed

Requester emails IVPO to the Property Officer

The move is scheduled