

# Warehouse Services Manifest

WS Approval: \_\_\_\_\_

Department: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Manifest Completed By: \_\_\_\_\_

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

Will Items be Reused by Department: NO YES Reuse Date: \_\_\_\_\_

If your department is storing items, the "Reuse Date" is a mandatory field. Warehouse Services can only store furniture or like items for a maximum of 6 months except in extenuating circumstances with prior approval. **For any questions about storing items, send an email to [warehousefacilities@liberty.edu](mailto:warehousefacilities@liberty.edu).**

**Quantity:**

**List of Items being moved:**

Special Instructions:

---

**For Official Use Only**

Rev 06/2021

Manifest # \_\_\_\_\_ Date Completed: \_\_\_\_\_ Storage Location: \_\_\_\_\_