

# Warehouse Services Manifest

(This side to be completed by customer)

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.

**Please be aware that Warehouse Services holds all items not marked for reuse for a total of three business days. After this period, any unclaimed items will be relinquished to Warehouse Services and repurposed at the discretion of the manager.**

**Quantity:**

**List of Items being moved:**

Special  
Instructions:

**For Official Use Only**

Rev 07/2025

MM Approval: \_\_\_\_\_ Date Completed: \_\_\_\_\_ Work Order # \_\_\_\_\_

WS Approval: \_\_\_\_\_ Date Completed: \_\_\_\_\_ Storage Location: \_\_\_\_\_

**Warehouse Services Manifest**  
(This side to be completed by Materials Movement Staff Only)

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

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

Building/Room Number: \_\_\_\_\_

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

**Quantity:**

**Additional List of Items being moved:**

Special Instructions:

**For Official Use Only**

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M.M. STAFF Approval: \_\_\_\_\_

DATE Completed: \_\_\_\_\_

CUSTOMER Approval: \_\_\_\_\_

DATE Completed: \_\_\_\_\_