

## Office Moves – The Process

All office moves are outsourced to one of the below three vendors.

### Moving Masters

Contact: Gary Cullen, Senior Account Manager  
Phone: (240) 487-3290  
Cell: (240) 417-9390

### A-1 Moving Company

Contact: Quentin Palmer, Owner/Operator  
Phone: (240) 516-6729  
Email: [QPalmer@A1movers4you.com](mailto:QPalmer@A1movers4you.com)  
Website: [www.A1movers4u.com](http://www.A1movers4u.com)

### Distinguished Office Services/DOS

Contact: Dwayne Inman  
Phone: (240) 716-4063 and (301) 316-8045  
Email: [DistinguishedOfficeServices@gmail.com](mailto:DistinguishedOfficeServices@gmail.com)

To schedule a move, please follow the below instructions.

1. Contact one of the above vendors to obtain a quote.
2. Once you have the quote, submit a purchase requisition or- if the costs do not exceed \$5,000- arrange to pay with a state purchasing card.
3. If you need to dispose of any equipment, contact Asset Management by email at [AssetManagement@bowiestate.edu](mailto:AssetManagement@bowiestate.edu).
  - a. Once Asset Management approves the disposal, a pick-up will be scheduled if necessary.
4. Submit a request to the IT Service Desk at [helpdesk@bowiestate.edu](mailto:helpdesk@bowiestate.edu) or 301-860-HELP to help set up your computer, and office phone and to ensure you have a proper network connection to the new space.

If you have any questions, please contact Asset Management at [AssetManagement@bowiestate.edu](mailto:AssetManagement@bowiestate.edu).