

**REQUESTS FOR RECORDS & BOOK PICK-UPS TO BE SUBMITTED BY SCHOOL SECRETARY OR
BOOKKEEPER OR A DEPARTMENT REPRESENTATIVE (IF ITEMS LOCATED AT OTHER THAN A SCHOOL**

This form May NOT be used to move furniture or equipment

***Disposal/Transfer* form is required to transfer or dispose of Furniture or Equipment**

SEND THIS FORM TO RECEIVING DEPARTMENT (@ WAREHOUSE BUILDING) PH: 527-2335 FAX: **527-2340**

YOUR REQUEST WILL BE PLACED ON THE "PICK-UP" SCHEDULE

**ALL PICK-UPS ARE SUBJECT TO A CHANGE IN SCHEDULING AT ANY TIME. (THE RECEIVING DEPARTMENT MAY
MAKE SCHEDULE CHANGES OR ADJUSTMENTS DUE TO DELIVERY REQUIREMENTS OR PICK-UP NEEDS.)**

1. ALL RECORDS, FILES AND BOOKS MUST BE BOXED FOR PICK-UP
2. BOXES UST BE MANAGEABLE SIZE (COPY PAPER BOXES), MANAGEABLE WEIGHT & IN GOOD CONDITION
3. BOXES IN POOR CONDITION OR OVER-WEIGHT WILL NEED TO BE REPACKED BEFORE PICK-UP
4. BOXES MUST BE CLEARLY LABELED "**FROM....TO....**"
5. BOXES MUST BE SEALED with **TAPE on TOP and BOTTOM**
6. BOXES MUST BE WAITING AT **THE SITES'S DELIVERY AREA** or **Specific area**
7. FORM CAN INDICATE MORE THAN ONE DELIVERY POINT FOR THIS PARTICULAR "PICK-UP"
8. BOXES WILL BE TAKEN TO THE DESIGNATED LOCATION'S DELIVERY AREA

REQUEST FOR RECORDS & BOOK PICK-UP

PICK-UP LOCATION	# OF BOXES	DELIVER TO:	CONTENTS:
NOTES:			

NAME OF REQUESTER

REQUEST DATE

WAREHOUSE AUTHORIZATION

AUTHORIZED DATE

PICKED UP BY

PICKUP DATE

QUESTIONS OR CONCERNS PLEASE CONSTACT: Dusty R. Van Ness X 2335