WAREHOUSE PICK-UP REQUEST

For

SURPLUS PROPERTY, RECORDS STORAGE and TRANSFER TO ANOTHER SITE

Please complete the following needed information on this form for any and all items requested to be picked up by warehouse personnel for storage of surplus property or records, or transfer to another site. No pickups will occur without being accompanied by this completed form. For maximum efficiency, the date of pick up will be scheduled on the regular delivery day. Please give at least 4 days notice.

Instructions for requesting pickup and transfer of items:

- Fax form to warehouse at 782-5347; scan and email; or send in district mail.
- Box ALL items possible in stackable boxes (if it can fit in a box but is not, it won't be picked up).
- Clearly mark box(s) with list of contents and dates.
- Place copy of *Warehouse Pick Up Request* form with items for pick-up.

Request from: _____
School/Department

_____ _____
Name of Requester Date of Request

Destination of pick up: ☐ Surplus Storage ☐ Records Storage ☐ Transfer to another site

If transferring, indicate specific send to location (site, department, etc.): _____

		CONDITION:		
QTY	**ITEM DESCRIPTION**	**OK**	**NOT WORKING**	**FIXED ASSET # (if any)**

If possible, place items to be picked up in the same area where the custodial or office supply deliveries are made.

Completed by and date: _____