

# **MATERIAL TRANSFER REQUEST PROCEDURES**

The MTR form must be filled out **COMPLETELY** with as much detailed information as possible. **A site contact person and phone number is required** and the form needs to be properly signed and/or the name printed.

## **BOXES AND SMALL EQUIPMENT**

One (1) to two (2) boxes and small equipment will be transported on the daily mail run on a space available basis only. **All cartons should be properly sealed with box tape and the destination clearly marked.**

## **MATERIAL TRANSFER REQUEST FORM**

MTR form is to be used to request the transport of furniture equipment and boxes, which may be too heavy, or in such quantity that delivery cannot be made on a daily mail run. **Transport of three (3) or more cartons or boxes require a Material Transfer Request (MTR).** **All cartons should be properly sealed with box tape and the destination clearly marked.**

## **FIXED ASSET ITEMS**

**ALL FIXED ASSET OR OSD TAGGED EQUIPMENT MUST BE LISTED ON ITS OWN INDIVIDUAL MTR FORM(S) AND MUST INCLUDE OSD ID NUMBERS AND OR SERIAL NUMBERS.** The request for pick up will be returned to your site if it does not contain complete fixed asset information.

## **TRANSPORT SCHEDULE**

Transport of large furniture, equipment and boxes is routinely done on Friday on a first come first serve basis. If special circumstances require transport Monday through Thursday, such moves must be coordinated in advance with the Warehouse Manager at x2577 and cannot be guaranteed due to regular delivery duties. *A special delivery request may result in additional labor charges to the site requesting the service.*

## **TEXTBOOKS TO ERC/BOOKBARN**

Schools should note that prior approval from the Educational Resource Center (ERC) is required for textbooks to be returned. **Contact ERC at x2315 and/or send the Material Transfer Request (MTR) DIRECTLY to ERC for approval.** Once approved, ERC will route the MTR to the warehouse for pick up.

## **EQUIPMENT REPAIR ITEMS TO FACILITIES**

District Facilities has instructed warehouse drivers NOT to pick up any items going to OSC (Facilities) for repair that have not been individually tagged with your site information and identified with a facilities work order number. Work order numbers can be obtained through the EMRS system or by calling the Work Request Hotline at 385-1514 during normal work hours.

**Note: Warehouse delivery drivers will only transport supplies, furniture, equipment and boxes from site to site. Pick up and delivery of items should be confined to a single point at each site. Moving items from area to area at the site should be accomplished by personnel assigned to the site and/or extra help.**