

**BIBB COUNTY BOARD OF EDUCATION
WAREHOUSE PICK-UP REQUEST**

SCHOOL/DEPARTMENT _____ DATE OF REQUEST _____

1. Pick-Up of Equipment

DESCRIPTION OF ITEMS	FIXED ASSET NUMBER	BRAND	MODEL NUMBER	SERIAL NUMBER	IS EQUIPMENT OPERABLE? (YES OR NO)

2. Is this equipment on your property inventory at the present time? YES___ NO___

(*If yes, please use asset number in Section 1.)

3. Pick-up of materials, supplies, textbooks, etc.

4. Recommended Disposition: Dispose___ Storage___ Re-Issue___

5 . How Long? (Storage)** _____ (Max 90 days)

****Please be aware that storage at Roff is limited, and after 90 days, they will be disposed of or added to surplus. If you would like these items moved to another location before the 90 days, please submit another boss ticket.**

5. Principal/Director Signature _____

NOTE: PLEASE ATTACH THIS FORM COMPLETED, TO THE BOSS TICKET.

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**FOR WAREHOUSE USE ONLY----- DO NOT WRITE BELOW THIS LINE**  
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Date Equipment/Materials Picked Up _____

Disposition of Equipment/Materials _____

Signature _____
Equipment Inventory Specialist

Signature _____
Picked Up By