## TRANSPORTATION ORDER LOS ANGELES UNIFIED SCHOOL DISTRICT PHOTOCOPY AS NEEDED

DATE:	Downloadable PDF version of this form is available at: <u>http://achieve.lausd.net/Page/8694</u>									
PICK-UP AT	School or Office (Official Name)				Cost Center (Location Code)					
	Address				Building & Room Number					
	School or Office (Official Name)				Cost Center	GENERAL STORES				
DELIVER TO	Address				Building & Room Number	SURPLUS PROPERTY (SALVAGE) TRANSFERS				
APPROVED BY	/ (Name, Title & Signature)				Contact Person & Telephone Number					
RECEIVING CHECK	QUANTITY	UNIT	STOCK/SERIAL NUMBER	п	TEM DESCRIPTION	UNIT PRICE	TOTAL PRICE	PROGRAM CODE		

RELEASED BY:					
		signature		date	
		print name		position / title	
ABOVE ITEMS PICKED UP BY:	DATE:	RECEIVING CLERK'S SIGNATURE		DATE:	
FOR GENERAL STORES SECTION USE ONLY:					
Inspected and approved for return stock		APPROVED FOR CREDIT			
Verified as defective	NO credit to be allowed				
Signed Da	te	Signed	Date		
FOR JOB COST - INVENTORY CONTROL USE OI	NLY:	1			
Reviewed by			Date		
Approved for input by		Date			
Input by		Date			

For surplus pick-ups, please e-mail this completed form to truckop@lausd.net. For product returns to the General Stores Distribution, please use the Order Adjustment Form.