



HOW TO ARRANGE FOR SURPLUS PROPERTY (SALVAGE) PICK-UP

Salvage Warehouse has a new name: **Surplus Property & Recycling Annex**

COMPLETE a "Transportation Order" Form and E-MAIL to truckop@lausd.net or FAX to (562) 654-9011.
You can download the Transportation Order form at: <http://achieve.lausd.net/Page/8694>

- 1 **DATE:** Date submitted
- 2 **SCHOOL OR OFFICE (OFFICIAL NAME):** Location where items are held
- 3 **COST CENTER:** 7-digit number
- 3 **A LOCATION CODE:** 4-digit number
- 4 **ADDRESS:** Address where items are located
- 5 **BUILDING & ROOM NUMBER:** Location where items are stored
- 6 **SCHOOL OR OFFICE:** Surplus Property (If sending to other than Surplus, fill in school or office name)
- 7 **COST CENTER:** (If sending to other than Surplus) 7-digit number
- 7 **A LOCATION CODE:** (If sending to other than Surplus) 4-digit number
- 8 **ADDRESS:** (If sending to other than Surplus) Address where items are to be delivered
- 8 **A BUILDING & ROOM NUMBER:** (If sending to other than Surplus) Specify building/room number
- 9 **CHECK BOX:** Surplus Property (Salvage)
- 10 **APPROVED BY (NAME, TITLE & SIGNATURE):** Administrator's name, title and approval/signature
- 11 **CONTACT PERSON & TELEPHONE NUMBER:** Person handling items for pick-up; include phone number for additional information (Example: Plant Manager/Grounds Worker (123) 000-0000)
- 12 **RECEIVING CHECK:** LEAVE BLANK (for Surplus Property Office use)
- 13 **QUANTITY:** Grand total number of items
- 14 **UNIT:** EACH / BOX / PALLET
- 15 **STOCK/SERIAL NUMBER:** LEAVE BLANK; not needed for surplus property/transfer pick-up (Keep records of salvaged/transferred items on a separate sheet for your location records only)
- 16 **ITEM DESCRIPTION:** Name of item(s) to be picked up (Example: COMPUTER, MONITOR, KEYBOARD, CHAIRS, LAPTOP, TABLE, PROJECTOR, etc.)
- 17 LEAVE BLANK (For Central Office Use only)
- 18 LEAVE BLANK (For Central Office Use only)
- 19 LEAVE BLANK (For Central Office Use only)

- All fields must be completed in order for the request to be processed. Incomplete forms will be returned.
- All requests are fulfilled on a first come, first serve basis. Requests are generally handled within 3 weeks of submitting the request.
- Do not wait to accumulate large loads, which may take longer to be picked up. Small quantities can be picked up during regular supply and grocery deliveries.
- Each school or office will be allowed one large surplus property pick-up per school year. Additional large pick-up requests must be funded by the school or office.
- The following items will not be picked up: paint, toner (used), pianos, kiln, fluorescent light bulbs, etc. Please contact OEHS at (213) 241-3955.
- Plant Managers should contact their CPM (Complex Project Manager) for more details regarding surplus.