TRANSPORTATION ORDER LOS ANGELES UNIFIED SCHOOL DISTRICT

PHOTOCOPY AS NEEDED

DATE:										sion of this form .net/Page/8694	
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			☐ (SALVA	SURPLUS PROPERTY (SALVAGE) TRANSFERS	
APPROVED BY (Name, Title & Signature)						Contact Person & Telephone Number					
RECEIVING CHECK	QUANTITY	UNIT	STOCK/SERIA NUMBER			ITEM DESCRIPTION		UNIT PRICE	TOTAL PRICE	PROGRAM CODE	
					_						
RELEASED BY:											
signature date										date	
						print name	print name position / title				
ABOVE ITEMS PICKED UP BY: DATE:						RECEIVING C	ECEIVING CLERK'S SIGNATURE DATE:				
FOR GENERAL	. STORES SEC	TION USE	ONLY:								
☐ Inspected and approved for return stock ☐ Verified as defective ☐						APPROVED FOR CREDIT NO credit to be allowed					
Signed Date 5						Signed			Date		
FOR JOB COST - INVENTORY CONTROL USE ONLY:											
Reviewed by							Date		_		
Approved for input by							Date		_		
Input by							Date		_		