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
4. LOCATION CODE: 4-digit number
5. ADDRESS: Address where items are located
6. BUILDING & ROOM NUMBER: Location where items are stored
7. SCHOOL OR OFFICE: Surplus Property (If sending to other than Surplus, fill in school or office name)
8. COST CENTER: (If sending to other than Surplus) 7-digit number
9. LOCATION CODE: (If sending to other than Surplus) 4-digit number
10. ADDRESS: (If sending to other than Surplus) Address where items are to be delivered
11. BUILDING & ROOM NUMBER: (If sending to other than Surplus) Specify building/room number
12. CHECK BOX: Surplus Property (Salvage)
13. APPROVED BY (NAME, TITLE & SIGNATURE): Administrator’s name, title and approval/signature
14. CONTACT PERSON & TELEPHONE NUMBER: Person handling items for pick-up; include phone number for additional information (Example: Plant Manager/Grounds Worker (123) 000-0000)
15. RECEIVING CHECK: LEAVE BLANK (for Surplus Property Office use)
16. QUANTITY: Grand total number of items
17. UNIT: EACH / BOX / PALLET
18. 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)
19. ITEM DESCRIPTION: Name of item(s) to be picked up (Example: COMPUTER, MONITOR, KEYBOARD, CHAIRS, LAPTOP, TABLE, PROJECTOR, etc.)

- 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.

For questions regarding Surplus Property (Salvage) pick-up requests, please call (562) 654-9000 or email truckop@lausd.net.
**TRANSPORTATION ORDER**

**LOS ANGELES UNIFIED SCHOOL DISTRICT**

**DATE:** 06/01/15

**PICK-UP AT**

- **School or Office (Official Name):**
- **Address:**
- **Enter your school/office name here**
- **Building & Room Number:**
- **Enter your school/office address here**
- **Location where items are stored**

**DELIVER TO**

- **School or Office (Official Name):**
- **Address:**
- **Surplus Property**
- **Building & Room Number:**
- **(If sending to other than Surplus)**

**APPROVED BY (Name, Title & Signature):**

- **Administrator’s name, title and approval/signature**
- **Contact Person & Telephone Number:**
  - **Plant Manager/B & G Worker (123) 000-0000**

**RECEIVING CHECK**

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>UNIT</th>
<th>STOCK/SERIAL NO.</th>
<th>ITEM DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
<th>PROGRAM CODE</th>
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<tbody>
<tr>
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<td>EA</td>
<td>N/A</td>
<td>CHAIRS</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>10</td>
<td>EA</td>
<td>NO</td>
<td>MONITORS</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>10</td>
<td>EA</td>
<td>LONGER</td>
<td>PRINTERS</td>
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<td>N/A</td>
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<td>10</td>
<td>EA</td>
<td>NEEDED</td>
<td>KEYBOARDS</td>
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<tr>
<td>5</td>
<td>BXS</td>
<td></td>
<td>MISC. CABLES, TELEPHONE, ETC.</td>
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<tr>
<td>10</td>
<td>EA</td>
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<td>Laptops</td>
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<td>EA</td>
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<td>STUDENT DESKS</td>
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</tr>
</tbody>
</table>

**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:**

- **Allowed**
- **Inspected and approved for return stock**
- **Verified as defective**
- **APPROVED FOR CREDIT**
- **NO credit to be allowed**
- **Signed**
- **Date:**

**FOR JOB COST - INVENTORY CONTROL USE ONLY:**

- **Reviewed by**
- **Approved for input by**
- **Input by**
- **Date:**

For surplus pick-ups, please either e-mail this completed form to truckop@lausd.net or fax to (562) 654-9011.

For product returns to the General Stores Distribution, please use the Order Adjustment Form.

REV. 7/2015