



Los Angeles Unified School District Headquarters  
Office of the Building  
**TRANSPORTATION ORDER**  
LAUSD Headquarters "Beaudry" Use Only

Do not include E-Waste salvage items on this form.

For E-waste salvage pick-ups go to: [filedownload.ashx \(lausd.org\)](http://filedownload.ashx(lausd.org)).

DATE:			
PICK-UP AT	School or Office (Official Name)	Organization Code	
	Address	Bldg. & Room No.	
DELIVER TO	School or Office (Official Name)	Organization Code	<input type="checkbox"/> GENERAL WHSE <input type="checkbox"/> SALVAGE WHSE <input type="checkbox"/> TRANSFERS
	Address	Bldg. & Room No.	
APPROVED BY (name & title)		CONTACT PERSON AND TEL. NO.	

RECEIVING CHECK	QUANTITY	UNIT	STOCK / SERIAL NO.	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE	PROG. CODE

RELEASED BY: \_\_\_\_\_  
signature \_\_\_\_\_ date \_\_\_\_\_  
\_\_\_\_\_ print name \_\_\_\_\_ position / title \_\_\_\_\_

Please submit form to the Office of the Building (Email: [OfficeoftheBuilding@lausd.net](mailto:OfficeoftheBuilding@lausd.net))

ABOVE ITEMS PICKED UP BY:	DATE:	RECEIVING CLERK'S SIGNATURE	DATE:
<b>FOR STORES SECTION USE ONLY:</b>			
<input type="checkbox"/> Inspected and approved for return stock <input type="checkbox"/> Verified as defective		<input type="checkbox"/> APPROVED FOR CREDIT <input type="checkbox"/> NO credit to be allowed	
Signed _____ Date: _____		Signed _____ Date: _____	
<b>FOR JOB COST – INVENTORY CONTROL USE ONLY:</b>			
Reviewed by: _____		Date: _____	
Approved for input by: _____		Date: _____	
Input by: _____		Date: _____	

