



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

COMPLETE a "Transportation Order" Form and e-mail to truckop@lausd.net.

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
- 3A **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
- 7A **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
- 8A **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: FILE CABINET , FLOOR VACUUM MACHINE, WHITEBOARD, CHAIRS, , TABLE, etc.)
- 17 17,18 & 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.
- To pick up pianos, please contact the Musical Instrument Repair Shop at (213) 745-1620. For paint, toner (used), kilns, fluorescent light bulbs, hazardous materials, hand sanitizer, rubbish and construction materials, please contact the Office of Environmental Health and Services at (213) 241-3955.
- Plant Managers should contact their CPM (Complex Project Manager) for more details regarding surplus.
- To pick up Apple items (Laptops, Desktops, Tablets, Display/Monitor), Smartphones, Office Monitors, Windows (Laptop,! Desktops, Tablets), Office Telephones, Wireless Access Points and Chromebooks please contact ITS at!
ITAssetmgmt@lausd.net or email the following Liaisons for assistance: Region East- kalib.carlyle@lausd.net, Region!
North- phillip.lucero@lausd.net, Region South- .landaverde@lausd.net, Region West- michael.e.hudson@lausd.net.!
Please do not commingle ITS items with regular salvage items.

TRANSPORTATION ORDER

LOS ANGELES UNIFIED SCHOOL DISTRICT

PHOTOCOPY AS NEEDED

Downloadable PDF version of this form
is available at: <http://achieve.lausd.net/Page/8694>

DATE:	1 5/23/2023		
PICK-UP AT	School or Office (Official Name)	Cost Center	Location Code
	2 Enter your school/office name here	3 0000000	3A 0000
	Address	Building & Room Number	
	4 Enter your school/office address here	5 Location where items are stored	
DELIVER TO	School or Office (Official Name)	Cost Center	Location Code
	6 Surplus Property & Recycling Annex	7 (If other than Surplus)	7A 0000
	Address	Building & Room Number	
	8 (If sending to other than Surplus)	8A	

APPROVED BY (Name, Title & Signature)	<input type="checkbox"/> GENERAL STORES 9
10 Administrator's name, title and approval/signature	<input checked="" type="checkbox"/> SURPLUS PROPERTY (SALVAGE)
Contact Person & Telephone Number	<input type="checkbox"/> TRANSFERS
11 Plant Manager/B & G Worker (123) 000-0000	

RECEIVING CHECK	QUANTITY	UNIT	STOCK/SERIAL NO.	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE	PROGRAM CODE
12	13	14	15	16	17	18	19
N/A	3	EA	N/A	CHAIRS	N/A	N/A	N/A
	10	EA	N/A	ROLLING CARTS			
	10	EA	N/A	PRINTERS			
	10	EA	N/A	FILE CABINETS			
	5	BX		MISC. CABLES			
	10	EA		BENCHES - METAL			
	5	EA		WHITEBOARDS			
	12	EA		FLOOR VACUUM MACHINE			
	5	EA		TVS			
	10	EA		STUDENT DESKS			

RELEASED BY: _____ signature _____ date _____
 _____ print name _____ position / title _____

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

FOR JOB COST - INVENTORY CONTROL USE ONLY:	
Reviewed by _____	Date _____
Approved for input by _____	Date _____
Input by _____	Date _____