



Los Angeles Unified School District Headquarters
Office of the Building
TRANSPORTATION ORDER

DATE:		
PICK-UP AT	School or Office (Official Name)	Organization Code
	Address	Bldg. & Room No.
DELIVER TO	School or Office (Official Name)	Organization Code
	Address	Bldg. & Room No.
		<input type="checkbox"/> GENERAL WHSE <input type="checkbox"/> SALVAGE WHSE <input type="checkbox"/> TRANSFERS
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)

ABOVE ITEMS PICKED UP BY:	DATE:	RECEIVING CLERK'S SIGNATURE	DATE:
FOR STORES SECTION USE ONLY:			
<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: _____	
FOR JOB COST – INVENTORY CONTROL USE ONLY:			
Reviewed by: _____		Date: _____	
Approved for input by: _____		Date: _____	
Input by: _____		Date: _____	

Los Angeles Unified School District Headquarters
Office of the Building
TRANSPORTATION ORDER- Continued

[illegible]

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