



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: COMPUTER, MONITOR, KEYBOARD, CHAIRS, LAPTOP, TABLE, PROJECTOR, etc.)
- 17 LEAVE BLANK (For Central Office Use only)
- 18 LEAVE BLANK (For Central Office Use only)
- 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), fluorescent light bulbs, hazardous materials, rubbish and construction materials, please contact the Office of Environmental Health and Services at (213) 241-3199.
- Plant Managers should contact their CPM (Complex Project Manager) for more details regarding surplus.

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 08/29/19		
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	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	NO	MONITORS			
	10	EA	LONGER	PRINTERS			
	10	EA	NEEDED	KEYBOARDS			
	5	BXS		MISC. CABLES, TELEPHONE, ETC.			
	10	EA		BENCHES - METAL			
	5	EA		LAPTOPS			
	12	EA		DIGITAL CAMERAS			
	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:
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 _____	