UNIFIED PRINT - TOSHIBA REPLACEMENT PROGRAM
USED EQUIPMENT RECOVERY

LOS ANGELES UNIFIED SCHOOL DISTRICT

Photocopy
As Needed

DATE:			
PICK-UP AT	School or Office (Official Name)	Organization Code	
	Address	Bldg. & Room No.	
DELIVER TO	School or Office (Official Name) SURPLUS PROPERTY ANNEX	Organization Code 1396	[☐] GENERAL WHSE [☐] SALVAGE WHSE [☐] TRANSFERS
	Address 1340 MYRTLE ST., LOS ANGELES 90021	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

ABOVE ITEMS PICKED UP BY:	DATE:	RECEIVING CLERK'S SIGNATURE	DATE:

FOR STORES SECTION USE ONLY:

[ ] Inspected and approved for return stock [ ] Verified as defective Signed _____ Date: _____	[ ] APROVED FOR CREDIT [ ] 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: _____

rev. 3 (07/12)

For surplus/salvage pickups, please fax this completed form to the Truck Operations Unit at (562) 654-9011
or for product returns to the Stores Distribution, fax to (562) 654-9015.