

KLAMATH COUNTY SCHOOL DISTRICT GENERAL PICK-UP/DELIVERY FORM

SCHOOL _____

LOCATION OF ITEMS ON SITE _____

REQUESTOR _____ PHONE/EXT _____
(Please Print Name)

ACTION REQUESTED	
<input type="checkbox"/>	Request to move to District Warehouse
<input type="checkbox"/>	Please move to new location
	Move to: _____
	Location: _____
	Contact: _____
	Phone or Ext: _____

1. PLEASE NOTE: ANY ITEM FOR SURPLUS (DISCARD) NEEDS APPROVAL FROM SUPERINTENDENT'S OFFICE PRIOR TO THE ITEM BEING TAKEN AWAY

2. ALL TECHNOLOGY EQUIPMENT FOR SURPLUS NEEDS TO BE SENT TO THE DISTRICT OFFICE, ATTN: KIRAN MALAKAR, TECHNOLOGY DEPARTMENT

Quantity	Item Description

Signature of Site Administrator _____

Picked Up By _____ Date: _____

Delivered by _____ Date: _____

Received by _____ Date: _____

Please Send through Courier or Fax to 541-883-6688 Attention: Truck Driver