

Marysville School District Request For Hauling

This form is required for all movement of items such as: equipment, furniture, textbooks, computers, office machines, ect., the Request for Hauling Form will cause district inventory records to be changed to match the move. Movement of district property from one facility or school to another **without an approved "Request for Hauling Form" is considered an UNAUTHORIZED MOVE.**

Computer moves must be approved by Technology Department.

The warehouse/driver will not accept large items, inventory items, or equipment without this form complete and approved. Hauling of equipment will only be accomplished with a completed "Request for Hauling Form" - **Verbal requests for hauling will not be recognized.**

Take	Equipment Tag No.	(Description)
	Qty.	Size / Color / Make / Model / Serial No.

From <i>(Sender)</i>	Location	Building / Room No.	Contact Person
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To <i>(Receiver)</i>	Location	Building / Room No	Contact Person
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Repair <i>(Check Here)</i>	<input type="checkbox"/>	Problem:
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Computer Equipment Only: Funding Source: _____
Technology Dept. Approval: _____ Date: _____

Delivered by: (date)	Delivery date "OK" <input type="checkbox"/> Changed to:	
Administrator Signature / Date:	Approved by Purchasing Dept. / Date	Received by: Signature / Date

Initiator—Keep One Copy
Send original signed copy to Purchasing Dept. for approval