

E-mail to: Baker Alloush, Asst. Dir. Warehouse
balloush@compton.k12.ca.us
Ext. 46589/55391
Warehouse Fax (310) 635-1560
Clerk Ext. 55183 Receiving Ext. 55180

TRUCK OR MESSENGER SERVICE REQUEST

COMPTON UNIFIED SCHOOL DISTRICT

TO: ASST. DIRECTOR - WAREHOUSE

Requested By: (PLEASE PRINT)	Requestor's Signature:
Date of Request:	Date Work to be Completed:
Requesting School or Department/ Extension:	CONTACT PERSON/EXT:

INSTRUCTIONS for submission: **Submit original to Warehouse & retain a copy.** *Please Provide Quantity, Size and Description of Items in Detail.*

**PICK UP
LOCATION:**

DESCRIPTION OF SERVICE REQUIRED: Place Service Information here be very detailed

(If the items are obsolete, please write it in the description.)

DELIVER TO:

Attention: Provide an extension or a phone number in case driver has questions

WAREHOUSE USE ONLY

Name: (Lead Driver)	Truck No.:
Assistants:	Time Started:
	Time ended:
	Total hours worked:
Signed: (Lead Driver)	Date:

SPECIAL INSTRUCTIONS: (PLEASE COMPLETE EVERY NON-SHADED SECTION OF REQUEST)

Received by: