

Distribution Center
 900 High Street
 Oakland, CA 94601



Attention: **Anthony.Mason@ousd.k12.ca.us** or **Carnial.Booker@ousd.k12.ca.us**,
 Phone: 510/434-2234, 2232, Fax: 510/434-2231

Furniture & Supply Warehouse Pick-Up Request(s)

School Name: _____ Name of Requestor: _____
 Phone: _____ Fax: _____ E-mail: _____
 Location at your site: _____
 Date: _____

Please pick up the following unused equipment from our school:

	Equipment Type:	Serial Numbers:	OPS numbers: Asset tag number
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Additional Comments: Furniture/supply pick-ups will be done twice a month. Please make certain that the site location is exact, (for example) School name, Room 15. Please send us a confirmation that you have received our request(s). Also, make sure all equipment is gathered in one area of the school and clearly marked that it is to be picked up by the Distribution Center.

Broken items should be discarded in the dumpster on your school site.

Thank you for your cooperation. Please send us a confirmation that you have received our request(s).

NOTE: Furniture/supplies pick-ups will be done twice a month. All pick-ups will be contingent upon the availability of Drivers. Please list the location (above) as follows: Chabot School, Multi-purpose Room. Be specific.

School Exact Location

Your cooperation is greatly appreciated.