

E-mail to: Michael Bush, Warehouse Manager
mbush@compton.k12.ca.us Ext. 46589
Warehouse Fax (310) 635-1560
Clerk Ext. 55183 Receiving Ext. 55180

TRUCK OR MESSENGER SERVICE REQUEST

COMPTON UNIFIED SCHOOL DISTRICT

TO: WAREHOUSE SUPERVISOR

Requested By: (PLEASE PRINT)	Requestor's Signature:
Date of Request:	Date Work to be Completed:
Requesting School or Department:	Account Number:

INSTRUCTIONS: Prepare in duplicate. Submit original to Warehouse Manager & retain a copy.

PICK UP FROM:
(Place Detailed
information)

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

(Place Delivery Information here be very detailed)

DELIVER TO:

Attention:

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: