

MATERIALS TRANSFER REQUEST
Distribution Center
Lincoln Public Schools
Lincoln, Nebraska

Procedures: Send the original copy to the **DISTRIBUTION CENTER**. Keep a copy for your file. Please note:

1. Clearly label all materials to be moved (example: 1 of 6, 2 of 6, etc.) Total number of boxes _____
2. Make certain that the item(s) to be moved are ready for pickup when the transfer driver arrives.

Date _____ **Transfer Number** _____
(school number plus 3 digits)

Requesting School/Department _____ Phone _____

Move from _____ **Contact** _____
(school/department/room number/address if not a school)

Move to _____ **Contact** _____
(school/department/room number/address if not a school)

Date to be moved _____
(specific date)* *(specific time if applicable)*

*Allow seven working days; if specific date is not given, job will be done at D.C. discretion.

Description of items to be moved

	Item	Quantity	Condition	D.C. use only
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Special Instructions: (Give any information that may assist in the movement, i.e., heavy material, bulky material, etc.)

Note: Distribution Center does not make moves within a building except the movement of pianos and heavy gym equipment. **Most material will be delivered and picked up at the school's receiving area.** (Exceptions can be made.) Contact the Distribution Center at 436-1008.

Authorization (Your signature indicates that movement from building is authorized and coordination has been arranged with the receiving building.)

For Distribution Center Use Only

Completed by _____ Approved _____
(D.C. Superintendent)

Date _____