Lake Washington School District

Transfer of Equipment/Supplies Request – Form 7001

**Incomplete forms will be returned to the originator.**

* Include inventory tag number, if applicable.
  + Please email, [dhilliker@lwsd.org](mailto:dhilliker@lwsd.org) if this is inventory information only. (Tag #’s)
* Email form to [warehouse@lwsd.org](mailto:warehouse@lwsd.org) to schedule pick up, delivery or transfer.
  + Attach copy of completed form to items for pick, delivery, or transfer.

**All incomplete forms will be delayed in processing**

Originator: Alissa Osborne – Discovery at Sandburg 2/3/2022 425 936 2704

District Employee Date Phone #

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Qty | Item Description Boxes, pallets | Inventory Tag # or N/A | From | | To | |
| **School or Dept** | **Room #** | **School or Dept** | **Room #** |
| 55 | 2 x 6 gridwall display panels |  | Warehouse |  | Sandburg | Commons storage room |
| 12 | 6’ folding tables (without benches) |  | Warehouse |  | Sandburg | Commons storage room |
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| **Temporary Transfer**  Date Needed:4/29/2022& Time: Choose an item. | | | | **Redistribution/Surplus**  Item(s) reusable?  Yes  No | | |
| Date to be Returned: 5/2/2022 | | |  |  | |  |

Special Instructions:

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| Event is Saturday, April 30th. Okay to deliver sooner. Items can be stored in the Commons storage room, but if in the way of Extended Day supplies, the gym is OK. Please see custodian. |

Authorized by:

Principal/Program Manager (for Surplus and School to School transfer)

WAREHOUSE USE ONLY

Delivered by: Received by:

Truck Driver Date Date

Returned by: Received by:

Truck Driver Date Date

Authorized by:

Warehouse Manager