Anne Arundel County Public Schools

Pick Up/Delivery Request
Used School Furniture/Equipment

Permission is hereby granted for Property Control to transfer the items listed below.

Requested by:	*Date*	*School/Office*	*Telephone*

Pick up from:	Deliver to:
School Name	*School Name*
School #	*School #*

Special Handling Instructions

			Property Control Information	
Location	*Qty*	*Description*	*Tag #*	*Serial #*

Signatures

Sender	*Date*
Delivery/Warehouse	*Date*
Receiver	*Date*

PCO Approval:
Confirmation #: