



VERNON PUBLIC SCHOOLS

30 Park Street • P.O. Box 600

Vernon, CT 06066-0600

Tel: 860-870-6000

EQUIPMENT TRANSPORTATION REQUEST FORM

Please complete the form below and return to Central Office: ATTENTION FACILITIES. All items must be boxed or bundled for handling and provided to the Head Custodian at your school for pickup. Requests must be received at least two (2) business days prior to the requested delivery date.

REQUESTER INFORMATION

DATE: _____ NAME: _____

LOCATION: _____ TELEPHONE NUMBER: _____

EQUIPMENT INFORMATION:

EQUIPMENT DESCRIPTION AND QUANTITY: _____

PICKUP LOCATION: _____

RECIPIENT NAME: _____

DELIVERY LOCATION: _____

DELIVER ON

DATE: _____ TIME: _____

DELIVER BY

SPECIAL INSTRUCTIONS: _____

RECEIVED BY: _____ DATE: _____

SIGN

FOR FACILITIES USE ONLY

DATE RECEIVED: _____

DATE PROCESSED: _____ COMPLETED BY: _____