BARSTOW UNIFIED SCHOOL DISTRICT

MATERIAL TRANSPORT SLIP

(Blue Sheet)

DATE:

ORIGIN:(site name) Click here to enter text.

DESTINATION : Click here to enter text. ☐ WAREHOUSE ☐ I.T./MAINT YARD

OTHER (specify) Click here to enter text.

PURPOSE:

☐ **RETURN TO VENDOR :**

Reference PO#Click here to enter text. Requisition# Click here to enter text. Tracking#Click here to enter text.
Item Description/Qty:Click here to enter text.

Reason:Click here to enter text.

___☐ **SEND TO TECHNOLOGY DEPT:**

Reason:

___☐ **ASSET RETIREMENT** (damaged, obsolete, unserviceable, etc..)

Reason:Click here to enter text.

LIST OF ITEMS: write Tag # or Serial #

REQUESTED BY: DATE:

APPROVED BY: (Principal for Asset Retirement)_____ DATE:_____

DELIVERED BY:_____ DATE: _____

RECEIVED BY: _____ DATE: _____

INVENTORY RECORD UPDATED BY:Click here to enter text. DATE: Click here to enter text.

BUSD