

**Alachua County Public Schools  
Physical Distribution  
Tangible Property Delivery Ticket**

<u>Date</u>
Checked by: _____
Delivered by: _____
Delivered by: _____

Deliver to: \_\_\_\_\_ Attn: \_\_\_\_\_

✓ = same  
Purchased by:  \_\_\_\_\_

Purchase Order #: \_\_\_\_\_

Quantity	Unit of Issue	Description	BPI No.	S/N	FISH Loc.					

I certify that a physical count of the items received against this delivery ticket and the school requisition(s) has been made and found satisfactory as indicated, any discrepancies have been noted hereon. Examples: Overages as well as shortages, damage, or unsatisfactory item(s).

Received by: \_\_\_\_\_  
*School Representative*
*Print Last Name*
*Date*

NOTE: The deliveryman is NOT responsible for in-house storage, shelving, or unpacking of items, nor is he to be delayed from making other deliveries.

Form No.: DIS-718-003 – Tangible Property Delivery Ticket  
 New Date: 6/14/17

Distribution: White – Physical Distribution  
 Yellow – Receiver  
 Pink - PDC

