

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

Warehouse Action	
PO/Req. # _____	<u>Date</u> _____
Checked by: _____	_____
Delivered by: _____	_____
No. Pieces: _____	

Deliver to: \_\_\_\_\_  
(School or Department)

Attention: \_\_\_\_\_

✓ = same

Purchased by:  \_\_\_\_\_

Quantity	Issue of Unit	Description	BPI No.	S/N

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

Received by: \_\_\_\_\_  
*School or Department 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-718-002 –Delivery Ticket  
New Date: 6/14/17

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

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