

FOR YOUR INFORMATION

*file* RECEIVED  
AUG 02 1999

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Chief Administrative Officer, Business and Finance

DISTRIBUTION: All Schools and Offices

ROUTING

Administrators  
School Administrative  
Assistants

SUBJECT: BULLETIN NO. DB-16  
TRANSPORTATION ORDER FOR  
EQUIPMENT TO BE TRANSFERRED TO  
SALVAGE WAREHOUSE OR ANOTHER  
DISTRICT LOCATION

DATE: August 2, 1999

DIVISION: Accounting and Disbursements

APPROVED: YOSHIKO FONG, Acting Controller

For further information on transporting materials and equipment, please call Steve Gross at (213) 763-1493. For assistance in filling out the Transportation Order form, please call Azucena Bedford at (213) 633-7919.

I. BACKGROUND

The District reports fixed assets that it acquires in the general fixed assets account group. The accounting records are updated semi-annually to reflect new acquisitions as well as disposals of old and obsolete items.

In line with accounting for fixed assets, every school or office administrator is responsible for establishing and maintaining an equipment inventory record in their site. The inventory record must reflect the item description, acquisition date, program code, and other information needed to identify and track down the movement of the items (i.e. when equipment is received, replaced, stolen, on loan, transferred, sent in for repair, or sent to salvage). For further information, the site administrator and assigned staff member should refer to Bulletin No. DB-3, Control of Site Equipment, dated May 15, 1998.

II. PROCEDURE

When sending old and obsolete items to salvage or another District location, the site administrator or assigned staff member must fill out a Transportation Order form. This form is attached to Memorandum No. DB-01, dated August 2, 1999. Most of the required information on the acquisition of the equipment is available in the Equipment Inventory file maintained at the site.

The completed and administrator approved Transportation Order form should be mailed to Truck Operations Section at 524 East 15<sup>th</sup> Street or faxed at (213) 745-6991. Forms with incomplete information will be returned to the location requesting the transfer.

###

**TRANSPORTATION ORDER**  
**LOS ANGELES UNIFIED SCHOOL DISTRICT**

|             |                                  |                             |                                                                                                                                                                  |
|-------------|----------------------------------|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DATE :      |                                  |                             |                                                                                                                                                                  |
| PICK UP AT  | School or Office (Official Name) | Organization Code           |                                                                                                                                                                  |
|             | Address                          | Bldg & Room No.             |                                                                                                                                                                  |
| DELIVER TO  | School or Office (Official Name) | Organization Code           | <input type="checkbox"/> GENERAL WHSE<br><input type="checkbox"/> BOOK UNIT<br><input type="checkbox"/> FURNITURE WHSE<br><input type="checkbox"/> SALVAGE. WHSE |
|             | Address                          | Bldg & Room No.             |                                                                                                                                                                  |
| APPROVED BY |                                  | CONTACT PERSON AND TEL. NO. |                                                                                                                                                                  |

| RECEIVING<br>CHECK | QUANTITY | UNIT | STOCK<br>NUMBER | ITEM<br>DESCRIPTION | UNIT<br>PRICE | TOTAL<br>PRICE | PROGRAM<br>CODE |
|--------------------|----------|------|-----------------|---------------------|---------------|----------------|-----------------|
|                    |          |      |                 |                     |               |                |                 |
|                    |          |      |                 |                     |               |                |                 |
|                    |          |      |                 |                     |               |                |                 |
|                    |          |      |                 |                     |               |                |                 |
|                    |          |      |                 |                     |               |                |                 |
|                    |          |      |                 |                     |               |                |                 |
|                    |          |      |                 |                     |               |                |                 |
|                    |          |      |                 |                     |               |                |                 |
|                    |          |      |                 |                     |               |                |                 |
|                    |          |      |                 |                     |               |                |                 |
|                    |          |      |                 |                     |               |                |                 |
|                    |          |      |                 |                     |               |                |                 |
|                    |          |      |                 |                     |               |                |                 |
|                    |          |      |                 |                     |               |                |                 |
|                    |          |      |                 |                     |               |                |                 |
|                    |          |      |                 |                     |               |                |                 |
|                    |          |      |                 |                     |               |                |                 |
|                    |          |      |                 |                     |               |                |                 |
|                    |          |      |                 |                     |               |                |                 |
|                    |          |      |                 |                     |               |                |                 |

|                                                                                                                       |        |                                                                                                  |        |
|-----------------------------------------------------------------------------------------------------------------------|--------|--------------------------------------------------------------------------------------------------|--------|
| ABOVE ITEMS PICKED UP BY :                                                                                            | DATE : | RECEIVING CLERK'S SIGNATURE :                                                                    | DATE : |
| <b>FOR STORES BRANCH USE ONLY:</b>                                                                                    |        |                                                                                                  |        |
| <input type="checkbox"/> Inspected and approved for return to Stock<br><input type="checkbox"/> Verified as defective |        | <input type="checkbox"/> APPROVED FOR CREDIT<br><input type="checkbox"/> NO credit to be allowed |        |
| Signed _____ Date _____                                                                                               |        | Signed _____ Date : _____                                                                        |        |
| <b>FOR STOCK ACCOUNTING USE ONLY :</b>                                                                                |        |                                                                                                  |        |
| Reviewed by : _____                                                                                                   |        | Date : _____                                                                                     |        |
| Approved for input by : _____                                                                                         |        | Date : _____                                                                                     |        |
| Input by : _____                                                                                                      |        | Date : _____                                                                                     |        |