

Warehouse Surplus Pick Up Ticket

Submit a Warehouse Work Order Ticket online at; tms.washk12.org . The Work Order goes to the Fixed Asset Tech, and will be forwarded to the Warehouse upon approval. Red boxes only.

- In the problem box, be sure to specify exactly **what** needs to be picked up and **where** it is located at the school. This helps with determining space requirements and vehicles needed for pick up.
- To expedite the process, please indicate in the comment box or the inventory number box that Deletion Forms have been submitted. Otherwise, the Work Order may not be forwarded to the Warehouse until the forms are received.
- Items need to be located together in an easily accessible area, preferably near the area of food deliveries.
- Items will be picked up by warehouse personnel as soon as possible during the following week.