

Klamath Trinity Joint Unified School District
Corp Yard

STORAGE Work Order

Requester: _____ Date: _____ Site _____
Room # _____ Exact Location: _____

STEP ONE: All articles must be itemized **BY REQUESTER**. If there are identifiable tags, model/serial numbers, sizes and/or colors, please include.

STEP TWO: Provide itemized list to your site administrator.

STEP THREE: Site administrator determines if items can be utilized elsewhere.

STEP FOUR: **If not usable, STOP HERE, and complete “SURPLUS Work Order.”**

STEP FIVE: **If usable elsewhere, complete rest of form.**

☞ **Site Administrator ROUTES TO:**

- ASSET MANAGER Review Date: _____
- DINSA Director **(for I.T. only)** Review Date: _____
- RETURN TO SITE ADMINISTRATOR

Items on attached list are to be distributed or stored with the following instructions:

Signature of person making the request

Signature of Site Administrator

Signature of Site Asset Manager

DO NOT WRITE BELOW THIS LINE

Director MOT Signature: _____ Date: _____

Assigned to: _____ Completed on: _____