



# VERNON PUBLIC SCHOOLS

Facilities Department  
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Vernon, CT 06066-0600  
(860)870-3500 / Fax (860) 870-6505  
Website: [www.vernonpublicschools.org](http://www.vernonpublicschools.org)

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## EQUIPMENT TRANSPORTATION REQUEST FORM

Please complete the form below and return to Public Works: ATTENTION FACILITIES (fax to 860-870-3505 or email Anne-Marie Carlson at [acarlson@vernon-ct.gov](mailto:acarlson@vernon-ct.gov)). All items must be boxed or bundled for handling and provided to the Head Custodian at your school for pickup. Requests must be received at least two (2) business days prior to the requested delivery date.

### REQUESTER INFORMATION:

DATE: \_\_\_\_\_ NAME: \_\_\_\_\_  
LOCATION: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

### EQUIPMENT INFORMATION:

EQUIPMENT DESCRIPTION AND QUANTITY: \_\_\_\_\_  
\_\_\_\_\_

PICKUP LOCATION: \_\_\_\_\_

RECIPIENT NAME: \_\_\_\_\_

DELIVERY LOCATION: \_\_\_\_\_

DELIVER ON

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

DELIVER BY

SPECIAL INSTRUCTIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
SIGN

### FOR FACILITIES USE ONLY

DATE RECEIVED: \_\_\_\_\_

DATE PROCESSED: \_\_\_\_\_ COMPLETED BY: \_\_\_\_\_

*The Vernon Public Schools, in partnership with family and community, is committed to provide a quality education, with high expectations, in a safe environment where all students become independent learners and productive contributors to society.*