



VERNON PUBLIC SCHOOLS

Facilities Department
30 Park Street • P.O. Box 600
Vernon, CT 06066-0600
(860) 870-3500 / Fax (860) 870-3505
Website: www.vernonpublicschools.org

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). 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.