Tucson Unified School District
Asset Management
2050 E. Winsett
Tucson, AZ 85719
(520) 225-4899

EQUIPMENT DELIVERY RECEIPT

Vendor Name: _____ **PO#:** _____
School/Dept: _____ **Sub-Dept:** _____
Delivery Date: _____

Special Instructions: _____

Qty.	Description	Property Control/Asset ID#	Serial #	Room/ Location

Property Control/ Asset ID #'s _____ **Delivered by:** _____
Work Order #: _____ **Received by:** _____

WHITE: PROPERTY CONTROL _____ YELLOW: RECEIVING SCHOOL/DEPT. _____ PINK: INITIATOR OF ACTION _____ GOLD: OTHER _____

Revised: 1/04