



West Contra Costa Unified School District

1108 Bissell Avenue
Richmond, California 94801-3135
(510) 231-1190 Fax (510) 231-1194

UPS SHIPMENT REQUEST

Shipping requested by: _____ Site/Dept: _____

E-mail address: _____ Phone: _____

Destination Address:

Company/Individual Name: _____

Street Address: _____

City, State, Zip _____

ACCOUNT CODE: _____

ORIGINAL PURCHASE ORDER NO.: _____

Number of Boxes:

Form must be filled out completely and signed by principal or department head.
Notify stores warehouse of pickup request and include this form with shipment.

Signature

Date

ALL PARCELS WILL BE SHIPPED UPS GROUND UNLESS OTHERWISE NOTED

**** For district authorized shipments only ****