



Washoe County School District
Warehouse Department
425 E. 9th Street
Reno, Nevada 89512
Phone: (775) 348-0295

RELOCATION REQUEST (RR) FORM

REQUEST MUST BE RECEIVED AT LEAST TWO (2) WEEKS IN ADVANCE OF THE DEADLINE DATE FOR MOVE!

Please email the completed form to: warehouse@washoeschools.net and cc: julie.butler@washoeschools.net

PLEASE LIST QUANTITIES AND DESCRIPTIONS OF ALL ITEMS TO BE RELOCATED, INCLUDING ALL ASSET TAG NUMBERS. ITEMS NOT LISTED BELOW WHEN DRIVER ARRIVES WILL NOT BE PICKED UP. BE ADVISED - THE WAREHOUSE CANNOT BE HELD RESPONSIBLE FOR THE REPAIR OF FRAGILE ITEMS IN THE EVENT THAT DAMAGE OCCURS DURING TRANSIT.

Move From: _____
(Name of School/Dept. / Contact Name / Phone #)

Move To: _____
(Name of School/Dept. / Contact Name / Phone #)

Request Date: _____

Deadline Date for Move: _____

All RRs are done as time allows and on a first-come, first-serve basis, accommodating the deadline dates **unless unforeseen circumstances occur.**

- LABEL ITEMS THAT NEED TO BE MOVED WITH CONTACT NAME AND LOCATION OF FINAL DESTINATION
- PLEASE EMPTY ALL FURNITURE, DESKS, FILE CABINETS, WARDROBES, ETC.
- PLEASE NO BOXES HEAVIER THAN 50 LBS.

******* WAREHOUSE USE ONLY *******

Completed By: _____ Date: _____
(First/Last Name)