



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)