

St. Lawrence-Lewis BOCES Van Delivery Request

Please use this form for any van delivery or pickup that cannot be completed with the normal van delivery run. This includes the shipment of large or excessively heavy items, large quantities of items, or items that by their size or nature may damage other materials in the normal delivery.

Date: _____

Person Requesting: _____

BOCES Dept./School District: _____

Material to be moved (please be as specific as possible, including quantity):

Additional Instructions:

Pickup Location (please be specific): _____

Drop Off Location (please be specific): _____

Date Needed (please allow a minimum of 1 week notice): _____

Please return this form to Lisa Rushlow at lrushlow@sllboces.org or fax to (315) 386-2828

LRC USE ONLY:

Approved by: _____

Date Received: _____ Date Completed: _____