

# 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 Robin Duncan at [robin.duncan@sllboces.org](mailto:robin.duncan@sllboces.org) or fax to (315) 386-2828

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LRC USE ONLY:

Approved by: \_\_\_\_\_

Date Received: \_\_\_\_\_ Date Completed: \_\_\_\_\_