

**LOS ANGELES UNIFIED SCHOOL DISTRICT
DIVISION OF ADULT AND CAREER EDUCATION
TRUCK RESERVATION /FOR DISTRICT BUSINESS ONLY**

REQUESTING SCHOOL: PLEASE COMPLETE THIS TOP SECTION AND FAX TO TONY ARELLANO

Date: _____ Requesting Office or School: _____ Phone No. _____

Authorized by Requesting Site Administrator: _____ Please Print Name _____ Signature _____

Contact Person: _____

Total Number of Days Truck Requested: _____ From: _____ To: _____

Destination or Purpose : _____

IMPORTANT: 611 Jackson Street where vehicle #7362 is parked does not accommodate for visitor parking spaces. The person picking up the truck must either be dropped off or park outside by the street. There is a courthouse across the street and the parking spaces fill up quickly in the morning. The truck must also be returned by 2:30 on the last day reserved or you will be locked out. Truck is not to be kept beyond the date of reservation. Please see enclosed map for directions.

THIS SECTION TO BE COMPLETED AT TRUCK PICK UP SITE

DESCRIPTION	VEHICLE NUMBER	LICENSE PLATE NUMBER
TRUCK/FORD/FLAT BED	7362	E043905

- **YOU MUST SEE CLERK DONALD PAYSINGER AT PROJECTS UNIT SOUTH FOR TRUCK AND KEYS. KEYS ARE TO BE PICKED UP ON THE SAME DAY AND TIME VEHICLE IS BEING USED.**
- **PLEASE REFILL THE GAS TANK & CHECK OIL AT 17TH AND SAN PEDRO.**
- **IMPORTANT: TRUCK MUST BE RETURNED TO LOCATION BY 2:30 P.M. OFFICE CLOSSES BY 3:00 PM. OTHERWISE YOU WILL BE LOCKED OUT.**

Employee Picking Up Truck: Date: _____ Time Checked Out: _____

Signature: _____ Please Print Name _____ Please Sign _____ Employee Number _____

Starting Mileage: _____ Ending Mileage: _____ Total Miles Driven: _____

Date Returned: _____ Time Returned: _____

Please complete the following for our information:

Were you given the Gas Key? Yes _____ No _____
Were you given a Credit Card? Yes _____ No _____

APPROVED BY: _____
Tony Arellano, Director
School Facilities and Operations
(213) 241-3173 Fax (213) 241-8417

<p>FOR OFFICE USE ONLY - FAX TO VEHICLE GARAGE Att: Donald Paysinger, Head Stock Clerk or Vince Medina, Toolkeeper Fax (213) 633-3692 _____</p>
