BLUE BAG

*Site to District Office*

Secure Delivery Notification

Requesting School Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Person filling out the form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(Print name)*

Number of bags to be picked up

**Instructions for pick up:**

Please fax completed form to Purchasing Department

(916) 771-1611 (for next day pick up)

*and/or*

Clip original form to mail bag – **do** **not place inside** mail bag

Additional Notes

**Please deliver to Business Department**

**RCSD District Office**

Received from: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (*Site Personnel signature)*