

Delivery Ticket Manifest for Warehousing

Department: _____ Work Order #: _____

Contact Name: _____ Phone Number: _____

Contact Email Address: _____

Quantity: _____ List of Items being moved: _____

Will Items be Reused by Department: NO YES Reuse Date: _____

Special Instructions:

Disclaimer: If department is storing items, the "Reuse Date" is a mandatory field. Warehousing can only store furniture or like items for a maximum of 6 months except in extenuating circumstances with proper approval. Any questions for storing items email warehouse@liberty.edu.

For Office Use Only

Date Completed: _____ Storage Location: _____