

KNOX COUNTY SCHOOL MEDIA CENTER KNOX CENTRAL BUILDING

KCS COURIER SERVICE PICK UP REQUEST FORM



SCHOOL NAME	DATE	REQUESTED BY
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Please complete and return this form to the Media Center when requesting materials to be picked up. **All materials must be properly boxed and labeled.** Labels can be printed by clicking on the links below, or printed from the Knox County Schools web site under the links: **All Departments > KCS Courier Service.** You may fax the completed form to **(865)594-1451** or send it via the school mail to: **Knox County Schools, Media Center, and attn: Coy McCarter.**

All items listed below need to be placed in the schools assigned "DISCARD" area. This area should not be the same as the school mail pickup and delivery area. The "DISCARDS" area should be located close to an outside door on ground level in order that the school mail driver may have easy access to the area.

	# of Boxes or Pieces
AV MATERIALS FOR DISCARD (Film strips, videos, etc.) Use form MC-147	<input style="width: 100%;" type="text"/>
LIBRARY BOOKS FOR DISCARD (NO BOXES LARGER THAN A COPIER PAPER BOX) Use form MC-143	<input style="width: 100%;" type="text"/>
TEXTBOOKS FOR DISCARD (NO BOXES LARGER THAN A COPIER PAPER BOX) Use form MC-142	<input style="width: 100%;" type="text"/>
LIBRARY FURNITURE (Description – i.e. table, chair, bookcase)	
Description <input style="width: 60%;" type="text"/>	How many <input style="width: 100%;" type="text"/>

Has this work been previously requested? YES NO If yes, date of previous request.

FOR OFFICE USE ONLY

Pick up received	Pick up completed	Driver
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