

Central Receiving Delivery Schedule

	Truck 1 Richard	Truck 2 Cossio	Mail Van Kim
Monday	DeZavala Horace Mann JR Impact Lee/Lee Field House Peter Hyland	Admin Ashbel Smith Carver Lamar San Jacinto	All District Locations
Tuesday	Bowie Cedar Bayou Crockett Education Service Center Hugh Echols Liles ELA Sterling	Alamo Austin Clark FMC Gentry JR Robotics Stuart Career TMS Transportation (Stadium)	All District Locations
Wednesday	Administration AG Barn Baytown JR EF Green JR GCM Harlem Travis	Banuelos Highlands Elem. Highlands JR Hopper POINT Pumphrey Walker	All District Locations
Thursday & Friday	Paper Textbooks Hot Shots Large Deliveries Backpack Buddies Priorities Mail Outs Testing (delivery & pick-up) Board Packets		All District Locations

Important Notes:

- Purchase Orders, Print Shop & Custodial Orders deliver Mon-Wed
- Holidays/Summer Hours will affect your deliveries
- Paper req's & XEROX emails: request these the week prior to delivery
- Dustmops/mops must be left outside custodial room to be taken for laundry
- PO's & Print Shop will be delivered to campus secretary
- Custodial supplies are delivered to custodial room, if locked, they will be left outside the door
- Textbooks are delivered to bookroom and signed for by textbook administrator
- Email any questions/request to central_receiving@gccisd.net for processing
- *** STAAR Testing takes priority over all scheduled deliveries*****