

# Central Receiving Delivery Schedule

|                   | Truck 1                                                                                                            | Truck 2                                                                       | Mail                   |
|-------------------|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|------------------------|
| Monday            | DeZavala<br>Horace Mann JR<br>Bowie<br>Cedar Bayou JR<br>ESC / PDC<br>Ashbel Smith                                 | San Jac<br>Lee<br>Impact<br>Point<br>Peter Hyland<br>Carver<br>Admin          | All District Locations |
| Tuesday           | Stuart Career<br>Robotics Center<br>FMC<br>Sterling<br>Hugh Echols<br>Liles<br>Crockett                            | Clark<br>Austin<br>Transportation<br>Field House<br>Gentry<br>TMS<br>Alamo    | All District Locations |
| Wednesday         | GCM<br>EF Green JR<br>Pumphrey<br>Walker<br>Banuelos<br>Harlem<br>Admin                                            | Travis<br>Baytown JR<br>Highlands Elem<br>Highlands JR<br>Hopper<br>AG Center | All District Locations |
| Thursday & Friday | Copy Paper<br>Textbooks<br>Hot Shots<br>Large Deliveries<br>Backpack Buddies<br><br><b>Priorities</b><br>Mail Outs |                                                                               | All District Locations |

## Important Notes:

Purchase Orders & Custodial Orders deliver Mon-Wed

Holidays/Summer Hours will affect your deliveries

Paper req's : request the week prior to delivery

Dustmops/mops must be left outside custodial room to be taken for laundry

PO's 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 questions/requests to [central\\_receiving@gccisd.net](mailto:central_receiving@gccisd.net)