

## Central Receiving Truck Delivery Schedule

|           | Truck 1<br>Alfonso   | Truck 2<br>Cossio   | Trucks 1 & 2<br>Alfonso & Cossio   | Mail Van<br>Kim        |
|-----------|--|---|--|------------------------|
| Monday    | San Jacinto<br>Lee/Lee Field House<br>Peter E. Hyland<br>IMPACT ECHS | Carver<br>Ashbel Smith<br>Lamar<br>Transportation<br>Clinic     | DeZavala (A)<br>Horace Mann Jr. (A)  | All District Locations |
| Tuesday   | Sterling<br>Green Center<br>Crockett                                 | Gentry Jr.<br>Alamo<br>Stuart Career<br>FMC<br>Trans. (Stadium) | Cedar Bayou Jr. (A)<br>Bowie (A)<br>Austin (C)<br>Clark (C)  | All District Locations |
| Wednesday | Administration<br>Special Education<br>Baytown Jr.<br>Travis         | POINT<br>Hopper<br>Highlands<br>Highlands Jr.                   | GC Memorial (A)<br>Harlem (A)<br>Banuelos (C)<br>Walker (C)  | All District Locations |
| Thursday  | X  |   | Paper<br>Xerox<br>Textbooks<br>Hot Shots<br>Large Deliveries<br>Backpack Buddies                               | All District Locations |
| Friday    |  |   | <p style="text-align: center;"><b><u>Priorities</u></b></p> Mail Outs<br>Testing (Del. & P/U)<br>Board Packets | All District Locations |

### **IMPORTANT NOTES:**

- Purchase Orders and Custodial Orders will be made Monday thru Wednesday
- Holidays and summer hours will affect your delivery day
- Xerox orders must be emailed one week prior to expected delivery
- Dustmops/Mops must be left outside of the custodial room to be taken for laundry
- POs will be delivered to the campus front office
- Custodial supplies will be delivered to 1 location - contact the warehouse to setup/change the location
- If location for custodial supplies is locked, items will be left outside the door
- Textbooks will be delivered to the bookroom and signed for by the textbook administrator
- Email any questions/requests to [central.receiving@gccisd.net](mailto:central.receiving@gccisd.net) for processing

**\*\* STARR testing takes priority over all scheduled deliveries \*\***