

# Delivery Services

Quick How To

# For weeded books and anything WITHOUT an asset tag

- Go to Staff and select CCSDAS
- Login using current Credentials.
- Select General Request>> Delivery Services>>Create
- Complete Drop-Down Information. You will use General Pick Up for Weeded Books. Transfer to send something to another school building
- Complete information and Submit
- You can print the Delivery Services Review to attach to the item. Be sure to use pulp labels available to print on the CCS Library Services website under Forms.
- You will receive notification when a driver as been assigned to pick up your items.

Search... 

Select Language Español Français नेपाली Soomaali العربية

Jobs Vendors Enroll Report Fraud/Waste District Home Our Schools



Home Our District News Students & Families Staff Departments Board of Education Title IX

Home > Staff > Homepage

## STAFF

- Canvas LMS Resources
- Employee Benefits
- Intranet
- Peer Assistance and Review
- Professional Learning and Licensure
- Staff Email
- Training and Development
- Volunteer Hub
- Wellness

## STAFF QUICK LINKS

- [ClassLink](#)
- [Curriculum](#)
- [CCS Email](#)
- [CCS PD System \(PDS\)](#)
- [ESS - Employee Self Service](#)
- [Grant Information](#)
- [IEP Anywhere](#)
- [ILFAD Evaluation](#)
- [CCS Portal](#)
- [CCS Zoom Page](#)
- [Unified Insights Dashboard](#)
- [Red Rover Absence Management System](#)
- [Infinite Campus Staff Login](#)
- [Infinite Campus Dashboard](#)
- [TDX Client Portal \(Ticketing Self-Service\)](#)
- [KRONOS](#)
- [Learning Circle](#)
- [Panorama login](#)
- [WebEx Classroom Information](#)
- [Wellness](#)
- [Workplace Injury/Illness Reporting](#)
- [CCSDAS](#)
- [Salesforce](#)

## VIRTUAL LEARNING LINKS

**Infinite Campus Overview for Teachers and New Employees**

**Unified Arts and Electives Resources**

**ESL Resources**



- 🏠 Home
- 📄 General Request >
- 🤝 Partnership >
- 💰 Payroll >
- 👤 Student Information >
- 📄 Fee Waiver >

Welcome To CCSDAS

# WELCOME TO CCS DISTRIBUTED APPLICATIONS SERVICES

## Recommended Browser

Please only use the Google Chrome browser for CCSDAS applications, certain applications may not function properly with other browsers.



### Updates

Release Notes for our latest release can be found [here](#).



- 🏠 Home
- 📄 General Request ▾
  - 🔧 IC Additional Tool Rights >
  - 📄 Allocations >
  - 📄 Crowdfunding >
  - 📄 Data Request >
- 📄 Delivery Services ▾
- 👤 Conference Attendance >
- 📄 App Project Request >
- 📄 Grant Endorsement >
- 📄 Summer Experience >
- 📄 Staff Access Card Request >
- 📄 Fixed Asset >
- ★ Dream Grant >
- 📄 Partnership >
- 💰 Payroll >
- 📄 Student Information >
- 📄 Fee Waiver >

Welcome To CCSDAS

# WELCOME TO CCS DISTRIBUTED APPLICATIONS SERVICES

## Recommended Browser

Please only use the Google Chrome browser for CCSDAS applications, certain applications may not function properly with other browsers.



### Updates

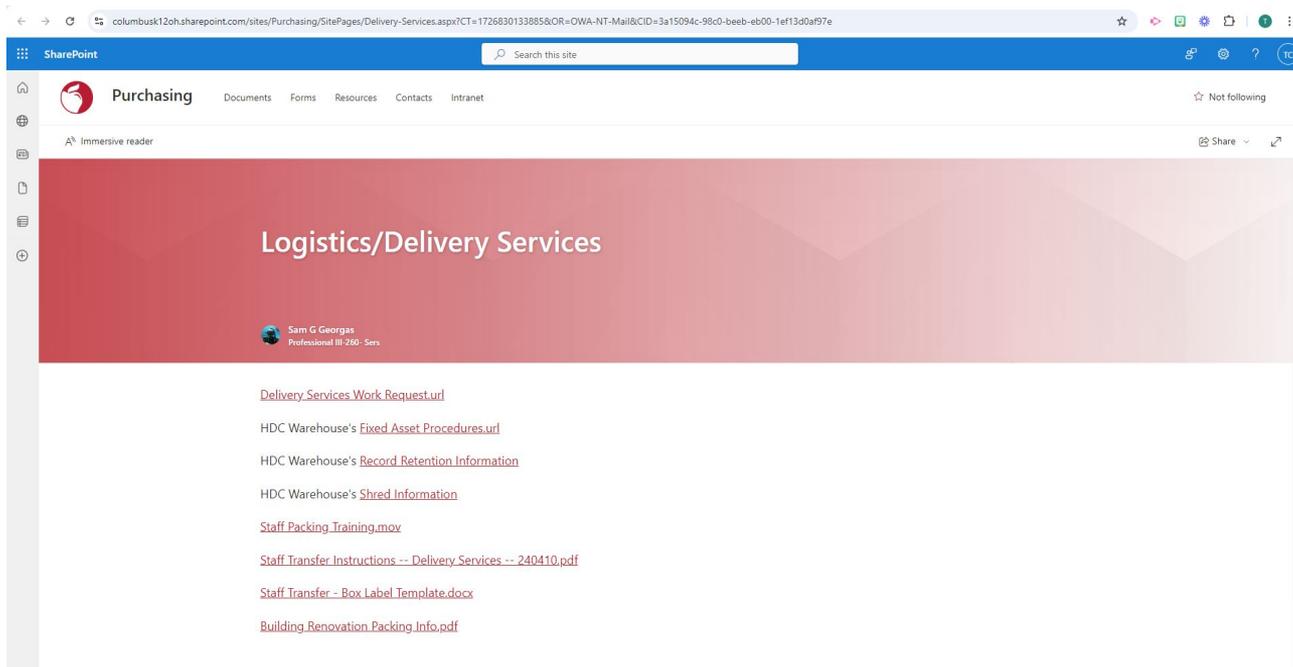
Release Notes for our latest release can be found [here](#).



# For everything WITH an asset tag

Start with this link:

<https://columbusk12oh.sharepoint.com/sites/Purchasing/SitePages/Delivery-Services.aspx>



The screenshot shows a SharePoint web browser interface. The address bar contains the URL: <https://columbusk12oh.sharepoint.com/sites/Purchasing/SitePages/Delivery-Services.aspx?CT=1726830133885&OR=OWA-NT-Mail&CID=3a15094c-98c0-beeb-eb00-1ef13da9f7e>. The page header includes the 'Purchasing' site name and navigation links for Documents, Forms, Resources, Contacts, and Intranet. The main content area features a red banner with the title 'Logistics/Delivery Services' and a user profile for Sam C. Georgas. Below the banner, a list of links is displayed:

- [Delivery Services Work Request.url](#)
- [HDC Warehouse's Fixed Asset Procedures.url](#)
- [HDC Warehouse's Record Retention Information](#)
- [HDC Warehouse's Shred Information](#)
- [Staff Packing Training.mov](#)
- [Staff Transfer Instructions -- Delivery Services -- 240410.pdf](#)
- [Staff Transfer - Box Label Template.docx](#)
- [Building Renovation Packing Info.pdf](#)

It will take  
you here.



# Logistics/Delivery Services

 Sam G Georgas  
Professional III-260- Sers

[Delivery Services Work Request.url](#)

HDC Warehouse's [Fixed Asset Procedures.url](#)

HDC Warehouse's [Record Retention Information](#)

HDC Warehouse's [Shred Information](#)

[Staff Packing Training.mov](#)

[Staff Transfer Instructions -- Delivery Services -- 240410.pdf](#)

[Staff Transfer - Box Label Template.docx](#)

[Building Renovation Packing Info.pdf](#)



### \_Delivery Services Work Request

Hmm... looks like we are unable to preview this file.

Open

Documents > HDC Warehouse > Fixed Asset Pickup Information



Instructions for Successfully Co...  
March 14

Name ▾

New Asset Pickup Request Forms

Instructions for Successfully Completing th...

### **AQ Fixed Asset Pickup Form**

Start by selecting the appropriately sized pickup request form. You have six different forms to choose from:  
Maximum # of 17, 45, 100, 297, 521, or 997 assets

To download a copy to your Desktop; Select the circle before the file you want, then select **↓**Download from the ribbon above, and then select your desktop as the save to location.

The Requestor, Building, Email Address, Asset Number(s), and Working Condition fields are **MANDATORY**.  
If the working condition is unknown, mark the asset as "No".

It is **strongly** recommended that you enter the **Serial Number** for any asset tagged item that has one.  
By doing so, you are giving the Fixed Asset Department a second opportunity to properly account for your assets in cases where tags have changed, removed, or damaged.

Once complete, save as a .xlsm (macro enabled workbook) file to your desktop and then email that file to **FIXEDASSETPICKUP@COLUMBUS.K12.OH.US** . Please allow up to ten business days for Delivery Services to pick up your assets.

Upon the receiving process at HDC the requestor, if they entered their email address, will receive an email as to the status of the receiving.

Documents > HDC Warehouse > Fixed Asset Pickup Information > New Asset Pickup Request Forms

Name
1 Fixed Assets 17 or Less.xlsm
2 Fixed Assets Between 18 and 45.xlsm
3 Fixed Assets Between 46 and 100.xlsm
4 Fixed Assets Between 101 and 297.xlsm
5 Fixed Assets Between 298 and 521.xlsm
6 Fixed Assets Between 522 and 997.xlsm
Updated Fixed Asset Process.docx

# Finishing up

- Remember to save your work
- Save as a .xlsm (PDF won't work)
- Email the .xlsm with all your information to  
[FIXEDASSETPICKUP@COLUMBUS.K12.OH.US](mailto:FIXEDASSETPICKUP@COLUMBUS.K12.OH.US)
- Include every bit of information you can!