

SURPLUS OF BOOKS

INVENTORY CONTROL

To: District Business Office School: Sum Valley

Approved By: Jake Harris Date: 4/25/16

To: District Business Office School: Sum Valley Approved By: Jodie Harris Date: 4/25/16

| NEW PURCHASES: | | | TRANSFERS: | |
|-----------------------------------|---------------|---|-----------------|--------------------|
| | Replaces Old. | Site will keep and use Old. | Move From: | <i>Room 7 - SV</i> |
| | Replaces Old. | Declare Old Excess and Delete from Inventory. | To: | |
| | Replaces Old | Move Old to | School for use. | |
| PURCHASE ORDER INFORMATION | | | | |
| Purchase Order #: | | | | |
| (Completed by District) | | | | |
| EXCESS: | | | | |

If More Items to List. Please Attach a List of the Items in the Above Format

DO NOT WRITE BELOW THIS LINE

| | | |
|-----------------|-------------------------------|--------------------------------|
| District Office | Date Declared Excess By Board | Date Removed From Inventory/By |
| Date: | Stored By: | Stored At: |
| By: | Date: | Bldg/Rm #: |

Director of Maintenance and Operations will schedule pickup. Only items that are listed on forms approved by District Office will be picked up.

Original - District Office - 1st Copy - District Maintenance; 2nd Copy - Originating Site