

MOVING AND REPLACING FURNITURE/EQUIPMENT INVENTORY CONTROL

By: Alvarenga Date: 5/4/16
Administrative Assistant

Replaces Old. Site will keep and use Old.

Replaces Old. Declare Old Excess and Delete from Inventory.

Replaces Old. Move Old to
School for use.

Requisition #:

Purchase Order #: _____
(Completed by District)[illegible]

District Office	Date Declared Excess by Board	Date Removed From Inventory

Date: _____ Stored By: _____

By: _____ Date: _____

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