

SAN RAFAEL CITY SCHOOLS

MOVING AND REPLACING FURNITURE/EQUIPMENT
INVENTORY CONTROLTo: District Business Office School: 1 - DO . Approved by: _____ Date: _____

NEW PURCHASES:

Replace Old. Site will keep and use Old
Replace Old. Declare Old Excess and Delete from Inventory
Replace Old. Move Old to: _____ School for use.

TRANSFERS:

Move From: _____
To: _____

PURCHASE ORDER INFORMATION:

Requisition #: _____

Purchase Order #: _____ (Complete by District)

EXCESS:

Declared Excess
from Inventory

ORIGINATOR COMPLETE THE FOLLOWING FOR MOVES, EXCESS DECLARATIONS AND DELETIONS:

Quantity	District Inventory Number	Serial Number	Manufacturer and Model Number	Type of Equipment	Condition Good = G Fair = F Poor = P	Reason Obsolete = O Unrepairable = N Stolen = S	Excess Inventory Number	Dist
1	006307SRCSD	cnu8341 b9r	HP COMPAQ 6510B	Computer	P	O		
1	006306SRCSD	CNU8341B8J	HP COMPAQ 6510B	Computer	P	O		
1	002760SRCSD	W87340CRWRQ	17 INCH WHITE IMA	Computer	P	O		
1	002785SRCSD	W87291JQWRQ	17 INCH WHITE IMA	Computer	P	O		
1	008068SRCSD	MXL81904NH	HP DC 7700	Computer	P	O		
1	004901SRCSD	2UA74916SR	HP DC 7800	Computer	P	O		
1	002762SRCSD	MXL7300QCK	HP DC 7700	Computer	P	O		
1	003005SRCSD	2UB55001TC	HP DC 7700	Computer	P	O		
1	004549SRCSD	W87453E2Z62	Epson 81	Projector	P	N		

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

DO NOT WRITE BELOW THIS LINE

District Office Date: _____ Date Declared Excess by Board Date Removed
By: _____ Stored By: _____ Stored At:
Date: _____ 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; Copy to District Maintenance; Copy to Originating Site