SAN RAFAEL CITY SCHOOLS

MOVING AND REPLACING FURNITURE/EQUIPMENT INVENTORY CONTROL

To: District Business Office

School: __DAVIDSON__ By: __A. Sun__ Date: __6/16/16__

NEW PURCHASES:

____ 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.

PURCHASE ORDER INFORMATION:

Requisition #: _____

Purchase Order #: _____ (Completed by District)

TRANSFERS:

Move From: _____

To: _____

EXCESS:

__X__ Declare Excess and Delete From Inventory

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

Quanity	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	District Use Only Excess Inventory Number	Estimated Value
1	0056206	U600686LL184	BROTHER HL-1470N	PRINTER	P	O		O
1	0051202	U60068411843L3	BROTHER HL-1470N	PRINTER	P	O		O
1	005472	CNBST05115	HP LASERJET 1200	PRINTER	P	O		O
1	006171	JUB6211VIX	HP COMPAQ X7600	COMPUTER	P	O		O
1	006353	MXL8400XBX	HP COMPAQ PC780o	COMPUTER	P	O		O
1	006903	2UA7491b5W	HP COMPAQ DC7800	COMPUTER	P	O		O
1	006724	W87150143WRQ	APPLE IMAC	COMPUTER	P	O		O
1	006602	W87180711WRQ	APPLE IMAC	COMPUTER	P	O		O
1	00	W87150095WRQ	APPLE IMAC	COMPUTER	P	O		O

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 _____
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

Bus: InvCntrl 189

SAN RAFAEL CITY SCHOOLS

MOVING AND REPLACING FURNITURE/EQUIPMENT INVENTORY CONTROL

To: District Business Office   School: **DMS**   By: **A. Singer**   Date: **6/15/16**

NEW PURCHASES:

____ 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.

PURCHASE ORDER INFORMATION:

Requisition #: _____

Purchase Order #: _____ (Completed by District)

TRANSFERS:

Move From: _____

To: _____

EXCESS:

(X) Declare Excess and Delete From Inventory

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

Quanity	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 (District Use Only)	Estimated Value
1	008142.SRSD	5735578	Elmo TT-02S	Document cam	P	N		
1	008214.SRSD	G18F6X110552	Epson EMP-82	LCD Projector	P	N		
1	01608.SRSD	KM3F8334262	Epson PMO-834	LCD projector	S	N		

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 _____
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

Bus: InvCntrl 189

SAN RAFAEL CITY SCHOOLS

MOVING AND REPLACING FURNITURE/EQUIPMENT INVENTORY CONTROL

To: District Business Office

School: __DMS__   By: __S. Vogel__   Date: __6/13/16__

NEW PURCHASES:

_____ 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.

PURCHASE ORDER INFORMATION:

Requisition #: _____

Purchase Order #: _____ (Completed by District)

TRANSFERS:

Move From: _____

To: _____

EXCESS: ☒

_____ Declare Excess and Delete From Inventory

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

Quanity	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	District Use Only Excess Inventory Number	Estimated Value
1	005341 SRCS	127-840	Delta-Rockwell	Lathe	F	O		
1	005342 SRCS	D/8671	Rockwell	Lathe	F	O		
				Lathe	F	O		

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 _____
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.

SAN RAFAEL CITY SCHOOLS

MOVING AND REPLACING FURNITURE/EQUIPMENT INVENTORY CONTROL

To: District Business Office **School:** DMS **By:** SINGEL **Date:** 6/15/16

NEW PURCHASES:

___ 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.

PURCHASE ORDER INFORMATION:

Requisition #: ___

Purchase Order #: ___ (Completed by District)

TRANSFERS:

Move From: ___

To: ___

EXCESS: X

___ Declare Excess and Delete From Inventory

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

Quanity	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	Estimated Value
						District Use Only		
1	0603 9	N/A	?	Wood cabinet	F/P	O		
1	05187	N/A	Worley i Co	Metal cabinet	F	O		
1	86208	N/A	DeVilbiss	Splay booth	P	O		

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 ___
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.

Handwritten note (left margin): all inventory #'s on this form pre-date our current inventory system and are labeled with old inventory tags!

SAN RAFAEL CITY SCHOOLS

MOVING AND REPLACING FURNITURE/EQUIPMENT INVENTORY CONTROL

To: District Business Office   School: **DAVIDSON**   By: **A. SUN.**   Date: **6/15/16**

NEW PURCHASES:

☐ 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.

PURCHASE ORDER INFORMATION:

Requisition #: _____

Purchase Order #: _____ (Completed by District)

TRANSFERS:

Move From: _____

To: _____

EXCESS:

☒ Declare Excess and Delete From Inventory

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

Quanity	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	District Use Only Excess Inventory Number	Estimated Value
1	N/A	CNCB12287o	HY/DISTRICT 1304	PRINTER	P	O		O
1	N/A	CNDXD52967	HP LASERJET 1200	PRINTER	P	O		O
1	5509SRCSD	1100058 64118L667	BROTHER HL-1470N	PRINTER	P	O		O
1	6119SRCSD	HO95DICS9TH	APPLE A1224	COMPUTER	P	O		O
1	6123SRCSD	W87150BZWRQ	APPLE 17"A1MAC	COMPUTER	P	O		O
1	1185SRCSD	60501965	HEARTLAND	POS	P	O		O
1	1186SRCSD	60502036	HEARTLAND	POS	P	O		O
1	3843SRCSD		APPLE EMAC	COMPUTER	P	O		O
1	6326SRCSD	018982	FUJITSU	SCANNER	P	O		O

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

DO NOT WRITE BELOW THIS LINE

	Date Declared Excess by Board	Date Removed From Inventory
District Office	_____	_____
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

Bus: InvCntrl 189

SAN RAFAEL CITY SCHOOLS

MOVING AND REPLACING FURNITURE/EQUIPMENT INVENTORY CONTROL

To: District Business Office

School: __DMS__ By: __SINGER__ Date: __6/15/16__

NEW PURCHASES:

_____ 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.

PURCHASE ORDER INFORMATION:

Requisition #: _____

Purchase Order #: _____ (Completed by District)

TRANSFERS:

Move From: _____

To: _____

EXCESS:

__X__ Declare Excess and Delete From Inventory

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

Quanity	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	District Use Only Excess Inventory Number	Estimated Value
1	008136 SRSD	6240464.38	Sanyo PLC - XW20	LCD Projector	P	ON		

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 _____
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.

SAN RAFAEL CITY SCHOOL

SURPLUS OF BOOKS
INVENTORY CONTROL

To: District Business Office   School: __SV__   Approved By: _Julie Harris_   Date: 6/9/16

NEW PURCHASES:

Replaces Old.	Site will keep and use Old.

TRANSFERS:

Move From:

To:

Replaces Old	Declare Old Excess and Delete from Inventory.

Replaces Old	Move Old to .	School for use.

PURCHASE ODER INFORMATION

Purchase Order #: _____ (Completed by District)

EXCESS:

Declare Excess and Delete

From Inventory

ORIGINATOR COMPLETE THE FOLLOWING FOR MOVES, EXCESS DECLARATIONS AND

Quantity	Grade Level	ISBN Number	Title (example: H/M Science)	Condition Good = G Fair = F Poor = P	Reason Obsolete = O Unrepairable = N Stolen = S	District Use Only Excess Inventory Number	Estimated Value
9	2	D-618-15716C	HM Reading CA Adventures	G	O		
5	2	D-618-15717-4	" " Delights	G	O		
10	2	D-618-16208-9	" " Phonics Library	G	O		
13	2	D-618-16207-0	" " Silly Stories	G	O		
2	2	D-618-16211-9	" " Family Time	G	O		
7	2	D 618-16210-0	" " Amazing Animals	G	O		
9	2	D-618-16212-7	" " Talent Show	G	O		
14	2	D-618 16209-7	" " Award Town	G	O		
1	2	9780760978940	EDM reference Book	F	O		

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

RFR Form Oct-00

SAN RAFAEL CITY SCHOOL

SURPLUS OF BOOKS
INVENTORY CONTROL

To: District Business Office   School: _Sun Valley_   Approved By: _Julli Harris_   Date: _6/13/16_

NEW PURCHASES:

Replaces Old.	Site will keep and use Old.
Replaces Old.	Declare Old Excess and Delete from Inventory.

TRANSFERS:

Replaces Old	Move Old to	Move From:
	School for use.	To:

PURCHASE ORDER INFORMATION

Purchase Order #:	(Completed by District)

EXCESS:

Declare Excess and Delete

From Inventory

ORIGINATOR COMPLETE THE FOLLOWING FOR MOVES, EXCESS DECLARATIONS AND

Quantity	Grade Level	ISBN Number	Title (example: H/M Science)	Condition Good = G Fair = F Poor = P	Reason Obsolete = O Unrepairable = N Stolen = S	District Use Only Excess Inventory Number	Estimated Value
36	4th	0-616-15720-4	Houghton Mifflin 2003 Gathering/Traditions	G			
8	4th	978007657650-0	Everyday Math Student Reference Book (2012)	G	◯		
15	4th	0-395-79503-8	Houghton Mifflin IMAGINE to Literacy (1997)	G	◯		
10	5th	0-395-79503-6	Houghton Mifflin EXPLORE Invitations to Literacy (1997)	G	◯		

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

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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.

SAN RAFAEL CITY SCHOOL

SURPLUS OF BOOKS
INVENTORY CONTROL

To: District Business Office   School: __SV__   Approved By: __Julie Harris__   Date: __6/9/16__

NEW PURCHASES:

			TRANSFERS:
Replaces Old.	Site will keep and use Old.		
Replaces Old	Declare Old Excess and Delete from Inventory.		Move From:
Replaces Old	Move Old to		To:

PURCHASE ODER INFORMATION

Purchase Order #:		School for use.	
		(Completed by District)	EXCESS:
			Declare Excess and Delete
			From Inventory

ORIGINATOR COMPLETE THE FOLLOWING FOR MOVES, EXCESS DECLARATIONS AND

Quantity	Grade Level	ISBN Number	Title (example: H/M Science)	Condition Good = G Fair = F Poor = P	Reason Obsolete = O Unrepairable = N Stolen = S	District Use Only Excess Inventory Number	Estimated Value
16	2	978D0765T125-5	EDM Hg Reference book	G	O		
1	2	0618 13792-0	HM Rdg TE level 2.1	F	O		
1	2	0618 13791-2	" "	F	O		
1	2	1-56 334-694-X	Into English TE	G	O		
1	2	0-395-98430-0	HM English TE	G	O		
1	NA	model # 1703TU	3M 1700 Overhead projector	P	O		

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

SAN RAFAEL CITY SCHOOL

SURPLUS OF BOOKS
INVENTORY CONTROL

To: District Business Office   School: **Sun Valley**   Approved By: _Mellie Harbut_   Date: __6/14/16__

NEW PURCHASES:

Replaces Old.	Site will keep and use Old.
Replaces Old.	Declare Old Excess and Delete from Inventory.

TRANSFERS:

Move From:

Replaces Old	Move Old to

To:

PURCHASE ODER INFORMATION

Purchase Order #: _____   (Completed by District)

	School for use.

EXCESS:

Declare Excess and Delete

From Inventory

ORIGINATOR COMPLETE THE FOLLOWING FOR MOVES, EXCESS DECLARATIONS AND

Quantity	Grade Level	ISBN Number	Title (example: H/M Science)	Condition Good = G Fair = F Poor = P	Reason Obsolete = 0 Unrepairable = N Stolen = S	District Use Only Excess Inventory Number	District Use Only Estimated Value
29	5	0-618-15721-2	HM Reading	G	O		
28	5	0-02-148825-8	A New Nation	G/F	O		
12	5	9780076576571	CM Stud. Ref. Book	G	O		

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

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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

BUS:InvCntr189

SAN RAFAEL CITY SCHOOL

SURPLUS OF BOOKS
INVENTORY CONTROL

To: District Business Office   School: ___SV___

Approved By: _Julie Harris_   Date: _5/26/16_

NEW PURCHASES:

Replaces Old.	Site will keep and use Old.
Replaces Old	Declare Old Excess and Delete from Inventory.

TRANSFERS:

Replaces Old	Move Old to
	Move From:
	To:

PURCHASE ORDER INFORMATION

Replaces Old	Move Old to School for use.

EXCESS:

Declare Excess and Delete

From Inventory

Purchase Order #: _____   (Completed by District)

ORIGINATOR COMPLETE THE FOLLOWING FOR MOVES, EXCESS DECLARATIONS AND

Quantity	Grade Level	ISBN Number	Title (example: H/M Science)	Condition Good = G Fair = F Poor = P	Reason Obsolete = O Unrepairable = N Stolen = S	District Use Only Excess Inventory Number	Estimated Value
28	4th.5	978-0-15-35323-5	H/M Harcourt Scie (P)	P	O		
28	4th.5	" " 41 " "	"	P	O		

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.

SAN RAFAEL CITY SCHOOL

SURPLUS OF BOOKS
INVENTORY CONTROL

To: District Business Office   School: _Sunvalky_   Approved By: _Julie Harris_   Date: _6/8/16_

Room 10

NEW PURCHASES:			TRANSFERS:	
Replaces Old.	Site will keep and use Old.		Move From:	
Replaces Old.	Declare Old Excess and Delete from Inventory.		To:	
Replaces Old	Move Old to	School for use.		

PURCHASE ODER INFORMATION	EXCESS:
	Declare Excess and Delete
Purchase Order #: (Completed by District)	From Inventory

ORIGINATOR COMPLETE THE FOLLOWING FOR MOVES, EXCESS DECLARATIONS AND

Quantity	Grade Level	ISBN Number	Title (example: H/M Science)	Condition Good = G Fair = F Poor = P	Reason Obsolete = O Unrepairable = N Stolen = S	District Use Only	
						Excess Inventory Number	Estimated Value
10	3	0-618-157·18·2	Rewards	G	O		
14	3	0-618-15719-0	Horizons	G	O		

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.

SAN RAFAEL CITY SCHOOL

To: District Business Office   School: **SV**

SURPLUS OF BOOKS
INVENTORY CONTROL

Approved By: _Julie Harris_   Date: **6/7/16**

NEW PURCHASES:			TRANSFERS:
Replaces Old.	Site will keep and use Old.	**Room 9**	Move From:
Replaces Old.	Declare Old Excess and Delete from Inventory.		To:
Replaces Old	Move Old to	School for use.	

PURCHASE ODER INFORMATION		EXCESS:
		Declare Excess and Delete
Purchase Order #:	(Completed by District)	From Inventory

ORIGINATOR COMPLETE THE FOLLOWING FOR MOVES, EXCESS DECLARATIONS AND

Quantity	Grade Level	ISBN Number	Title (example: H/M Science)	Condition Good = G Fair = F Poor = P	Reason Obsolete = 0 Unrepairable = N Stolen = S	District Use Only Excess Inventory Number	Estimated Value
8	1st	780618161607	HM Reading Wkbk	G	0		
4	1st	780618151615	HM Reading Wkbk	G	0		
1	1st	0618179607	HM Read Teachers	G	0		
9	1st	0618162046	HM Phon Lib	G	0		
10	1st	0618162038	HM Phon Lib	G	0		
3	1st	061816202X	HM Phon Lib	G	0		
11	1st	0618182011	HM Phon Lib	G	0		
13	1st	0618162003	HM Phon Lib	F	0		
7	1st	061816197V	HM Phon Lib	F	0		

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

BUS:InvCntrl90

SAN RAFAEL CITY SCHOOL

SURPLUS OF BOOKS
INVENTORY CONTROL

To: District Business Office   School: _Sun Valley_   Approved By: _Julie Harris_   Date: _5/31/06_

NEW PURCHASES:				TRANSFERS:		
Replaces Old.	Site will keep and use Old.		Room 7	Move From:		
Replaces Old.	Declare Old Excess and Delete from Inventory.			To:		
Replaces Old	Move Old to	School for use.				

PURCHASE ODER INFORMATION

EXCESS:

Declare Excess and Delete From Inventory

Purchase Order #: _____   (Completed by District)

ORIGINATOR COMPLETE THE FOLLOWING FOR MOVES, EXCESS DECLARATIONS AND

Quantity	Grade Level	ISBN Number	Title. (example: H/M Science)	Condition Good = G Fair = F Poor = P	Reason Obsolete = 0 Unrepairable = N Stolen = S	District Use Only Excess Inventory Number	Estimated Value
28	1st	0-618-13767-4	H/M Reading	G	0		
28	"	" " " 5	" "	"	0		
25	"	" " " -6	" "	"	0		
1	"	" " " -8	" "	"	0		
1	"	" " " -3	" "	"	0		
1	"	" " 13788-2	" "	"	0		
1	"	" " 13790-4	" "	"	0		

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

RITS-InvCntrl90

SAN RAFAEL CITY SCHOOL

To: District Business Office   School: Sun Valley

SURPLUS OF BOOKS
INVENTORY CONTROL
Approved By: _Julie Harris_   Date: _5/31/06_

Room 7

NEW PURCHASES:				TRANSFERS:	
Replaces Old.	Site will keep and use Old.			Move From:	
Replaces Old.	Declare Old Excess and Delete from Inventory.			To:	
Replaces Old	Move Old to	School for use.			
PURCHASE ODER INFORMATION				EXCESS:	
				Declare Excess and Delete	
Purchase Order #:		(Completed by District)		From Inventory	

ORIGINATOR COMPLETE THE FOLLOWING FOR MOVES, EXCESS DECLARATIONS AND

Quantity	Grade Level	ISBN Number	Title. (example: H/M Science)	Condition Good = G Fair = F Poor = P	Reason Obsolete = O Unrepairable = N Stolen = S	District Use Only	
						Excess Inventory Number	Estimated Value
18	1st	0-618-5714-X	H/M Reading	G	O		

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:
By: Stored At:
                         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

SRCS-InvCntr-100

SAN RAFAEL CITY SCHOOL   SURPLUS OF BOOKS

To: District Business Office   School: __Sun Valley__   INVENTORY CONTROL   Approved By: __Julie Harris__   Date: __5/31/06__

Room 7

NEW PURCHASES:			TRANSFERS:
Replaces Old.	Site will keep and use Old.		Move From:
Replaces Old.	Declare Old Excess and Delete from Inventory.		To:
Replaces Old	Move Old to .	School for use.	

PURCHASE ODER INFORMATION

EXCESS:
     Declare Excess and Delete
     From Inventory

Purchase Order #:   (Completed by District)

ORIGINATOR COMPLETE THE FOLLOWING FOR MOVES, EXCESS DECLARATIONS AND

Quantity	Grade Level	ISBN Number	Title. (example: H/M Science)	Condition Good = G Fair = F Poor = P	Reason Obsolete = 0 Unrepairable = N Stolen = S	District Use Only Excess Inventory Number	Estimated Value
100	1st	0-618-16200-3	H/M Reading	G	O		

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:	
By:	Date:	Stored At:
		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

RUS·InvCnt·180

SAN RAFAEL CITY SCHOOL

**SURPLUS OF BOOKS
INVENTORY CONTROL**

To: District Business Office   School: _Sun Valley_   Approved By: _Julie Harris_   Date: _5/31/06_

Room 7

NEW PURCHASES:				TRANSFERS:
Replaces Old.	Site will keep and use Old.			Move From:
Replaces Old.	Declare Old Excess and Delete from Inventory.			To:
Replaces Old	Move Old to .	School for use.		

PURCHASE ODER INFORMATION

Purchase Order #: _____   (Completed by District)

EXCESS:
Declare Excess and Delete
From Inventory

ORIGINATOR COMPLETE THE FOLLOWING FOR MOVES, EXCESS DECLARATIONS AND

Quantity	Grade Level	ISBN Number	Title (example: H/M Science)	Condition Good = G Fair = F Poor = P	Reason Obsolete = 0 Unrepairable = N Stolen = S	District Use Only Excess Inventory Number	Estimated Value
28	1st	0 -618-13786-6	H/M Reading	G	O		
28	1	" " " -7	"				
28	1	" " " -2	"				
28	1	" " " -4					

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:	
By:	Date:	Stored At:
		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

RUS-InvCntr190

Martinez
Room 6

SAN RAFAEL CITY SCHOOL School: Sun Valley

SURPLUS OF BOOKS
INVENTORY CONTROL

To: District Business Office   Approved By: Julie Harris   Date: 6/13/16

NEW PURCHASES:				TRANSFERS:	
Replaces Old.	Site will keep and use Old.			Move From:	
Replaces Old.	Declare Old Excess and Delete from Inventory.			To:	
Replaces Old	Move Old to	School for use.			

PURCHASE ODER INFORMATION		EXCESS:
		Declare Excess and Delete
Purchase Order #:	(Completed by District)	From Inventory

ORIGINATOR COMPLETE THE FOLLOWING FOR MOVES, EXCESS DECLARATIONS AND

Quantity	Grade Level	ISBN Number	Title (example: H/M Science)	Condition Good = G Fair = F Poor = P	Reason Obsolete = 0 Unrepairable = N Stolen = S	District Use Only Excess Inventory Number	Estimated Value
7	1st	9780153471179	Harcourt Science	G	0		
15	1st	9780153653612	" " Reader	G	0		
20	1st	9780153522802	" " Content Support	G	0		
20	K	9780153523106	Science Content Reader-Teacher Gd. Harcourt	G	0		

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

BUS-InvCntr180

Martinez
Rm. 6

SAN RAFAEL CITY SCHOOL

			SURPLUS OF BOOKS				
To: District Business Office	School: **Sun Valley**		INVENTORY CONTROL	Approved By: **Julie Harris**		Date: **6/13/16**	

NEW PURCHASES:			TRANSFERS:	
Replaces Old.	Site will keep and use Old.		Move From:	
Replaces Old	Declare Old Excess and Delete from Inventory.		To:	
Replaces Old	Move Old to	School for use.		

PURCHASE ODER INFORMATION		EXCESS:	
Purchase Order #:	(Completed by District)	Declare Excess and Delete From Inventory	

ORIGINATOR COMPLETE THE FOLLOWING FOR MOVES, EXCESS DECLARATIONS AND

Quantity	Grade Level	ISBN Number	Title (example: H/M Science)	Condition Good = G Fair = F Poor = P	Reason Obsolete = 0 Unrepairable = N Stolen = S	District Use Only Excess Inventory Number	Estimated Value
13	1st	0-618-15160-5	H/M Readers	G	0		
11	"	0-618-15158-3	" "	G	O		
18	"	0-618-15713-1	" "	G	0		
16	"	0-618-15714-X	" "	G	0		
16	"	0-618-15715-8	" "	G	0		
1	1st	0-618-06631-4	H/M BIG BOOK	G	0		
1	1st	0-618-06632-2	" " Anthology	G	0		

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

RUS-InvCnt-190

Let's be Friend Here We go!

Surprises

Treasures Wonders

Martinez Rm 6

SAN RAFAEL CITY SCHOOL   School: *Sun Valley*

SURPLUS OF BOOKS
INVENTORY CONTROL

To: District Business Office   Approved By: *Julie Harris*   Date: *6/13/16*

NEW PURCHASES:			TRANSFERS:	
Replaces Old.	Site will keep and use Old.		Move From:	
Replaces Old.	Declare Old Excess and Delete from Inventory.		To:	
Replaces Old	Move Old to	School for use.		

PURCHASE ODER INFORMATION

EXCESS:

Declare Excess and Delete From Inventory

Purchase Order #: _____ (Completed by District)

ORIGINATOR COMPLETE THE FOLLOWING FOR MOVES, EXCESS DECLARATIONS AND

Quantity	Grade Level	ISBN Number	Title (example: H/M Science)	Condition Good = G Fair = F Poor = P	Reason Obsolete = O Unrepairable = N Stolen = S	District Use Only Excess Inventory Number	Estimated Value
4	1st	061816197X	H/m Readers	G	O		
7	"	0618162054	Decodable	G	O		
7	"	0618161996	Text	G	O		
11	"	0618162062	"	G	O		
7	"	061816198-8	"	G	O		
17	"	061816200-3	"	G	O		

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: _____
By: _____   Date: _____   Stored At: _____
    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

BUS-InvCnt-180

SAN RAFAEL CITY SCHOOL

SURPLUS OF BOOKS
INVENTORY CONTROL

Lloyd

To: District Business Office   School: SV   Approved By: _Julie Harris_   Date: 6-13-16

NEW PURCHASES:

Replaces Old.	Site will keep and use Old.
Replaces Old.	Declare Old Excess and Delete from Inventory.

TRANSFERS:

Move From: Room 12

To:

PURCHASE ODER INFORMATION

Replaces Old	Move Old to	School for use.

Purchase Order #: _____ (Completed by District)

EXCESS:

Declare Excess and Delete

From Inventory

ORIGINATOR COMPLETE THE FOLLOWING FOR MOVES, EXCESS DECLARATIONS AND

Quantity	Grade Level	ISBN Number	Title (example: HM Science)	Condition Good = G Fair = F Poor = P	Reason Obsolete = 0 Unrepairable = N Stolen = S	District Use Only Excess Inventory Number	Estimated Value
6	2	13: 978-0-618-16162-1 10: 0-618-16162-7	HM 2.2 Reading Workbook	G	O		
6	2	0-618-18506-2	HM Teacher's Resource Blackline Master	G	O		
1	2	0-618-16171-6	HM Phonics Library Blackline Master	G	O		
1	2	0-618-16083-3	HM Extra Support	G	O		
1	2	0-618-17307-2	HM Theme Skills Tests	G	O		
1	2	0-618-17304-8	HM TE Theme Skills Tests	G	O		
1	2	0-618-16106-6	HM Classroom Management	G	O		
1	2	0-618-16098-1	HM Challenge Handbook	G	O		

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.

Karen Lloyd   Monday, June 13, 2016 12:12:07 PM PT   00:26:b0:13:70:14

SAN RAFAEL CITY SCHOOL

SURPLUS OF BOOKS
INVENTORY CONTROL

To: District Business Office   School: _San Vally_   Approved By: _____   Date: _6-13-16_

NEW PURCHASES:

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.

TRANSFERS:

Move From: _____

To: _____

PURCHASE ODER INFORMATION

Purchase Order #: _____   (Completed by District)

EXCESS:

Declare Excess and Delete

From Inventory

ORIGINATOR COMPLETE THE FOLLOWING FOR MOVES, EXCESS DECLARATIONS AND

Quantity	Grade Level	ISBN Number	Title (example: H/M Science)	Condition Good = G Fair = F Poor = P	Reason Obsolete = 0 Unrepairable = N Stolen = S	District Use Only Excess Inventory Number	Estimated Value
10	2	13: 978-0-15-347118-8 10: 015-347118-2	CA Science Harcourt	G	O		
9	2	0-618-157166	21 Adventures HM Reading	G	O		
8	2	0-618-157174-2	2.2 Delights HM Reading	G	O		
1	2	0-618-13791-2	HM 2.2 Teacher Edition Novel	G	O		
1	2	0-618-13792-0	HM 2.2 TE	Item 2	G	O		
1	2	0-618-13793-9	"	Item 2	G	O		
1	2	0-618-13794-7	"	Item 3	G	O		
1	2	0-618-13795-5	"	Item 4	G	O		
1	2	0-618-13796-3	"	Item 5	G	O		
1	2		"	Item 6	G	O		

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

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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.

SAN RAFAEL CITY SCHOOL

SURPLUS OF BOOKS
INVENTORY CONTROL

To: District Business Office   School: ___Sun Valley___   Approved By: _Julie Harris_   Date: _6/13/16_

NEW PURCHASES:

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.

Purchase Order #: _____

TRANSFERS:

Move From: _____

To: _____

Room 15

PURCHASE ODER INFORMATION

(Completed by District)

EXCESS:

Declare Excess and Delete From Inventory

ORIGINATOR COMPLETE THE FOLLOWING FOR MOVES, EXCESS DECLARATIONS AND

Quantity	Grade Level	ISBN Number	Title (example: H/M Science)	Condition Good = G Fair = F Poor = P	Reason Obsolete = 0 Unrepairable = U Stolen = S	District Use Only Excess Inventory Number	Estimated Value
16	2	0-618-157166	HM reading	G	0		
20	2	13:978-0-15-347118-6	California Science	G	0		
13	2	9780007657725-5	Everyday Mathematics	G	0		
14	2	9780076097189-0	Everyday Mathematics	G	0		
15	3	0-618-15718-2	Reading California Rewards	G	0		
12	3	0-618-157166	Reading California Adventures	G	0		
6	3	0-02-148822-3	People Together Times Place	G	0		

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

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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.

SAN RAFAEL CITY SCHOOL

SURPLUS OF BOOKS
INVENTORY CONTROL

To: District Business Office   School: _Sun Valley_   Approved By: _Julie Harris_   Date: _6/13/16_

NEW PURCHASES:

Replaces Old.	Site will keep and use Old.
Replaces Old.	Declare Old Excess and Delete from Inventory.

PURCHASE ORDER INFORMATION

Replaces Old	Move Old to _____ School for use.

Purchase Order #: _____ (Completed by District)

TRANSFERS:

Move From:

To:

EXCESS:

Declare Excess and Delete

From Inventory

ORIGINATOR COMPLETE THE FOLLOWING FOR MOVES, EXCESS DECLARATIONS AND

Quantity	Grade Level	ISBN Number	Title (example: H/M Science)	Condition Good = G Fair = F Poor = P	Reason Obsolete = 0 Unrepairable = N Stolen = S	District Use Only Excess Inventory Number	Estimated Value
18	1	0-618-15713-1	H/M Surprise 1.3	G	O		
4	1	0-618-15714-X	H/M Treasures 1.4	G	O		
2	1	0-618-15715-8	H/M Wonders 1.5	G	O		

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.

SAN RAFAEL CITY SCHOOL

SURPLUS OF BOOKS
INVENTORY CONTROL

To: District Business Office   School: Sun Valley   Approved By: _Julie Harris_   Date: 6/13/16

NEW PURCHASES:

Replaces Old.	Site will keep and use Old.
Replaces Old	Declare Old Excess and Delete from Inventory.

PURCHASE ORDER INFORMATION

Replaces Old	Move Old to
	School for use.

Purchase Order #: _____   (Completed by District)

TRANSFERS:

Move From: _____

To: _____

EXCESS:

Declare Excess and Delete

From Inventory

ORIGINATOR COMPLETE THE FOLLOWING FOR MOVES, EXCESS DECLARATIONS AND

Quantity	Grade Level	ISBN Number	Title (example: H/M Science)	Condition Good = G Fair = F Poor = P	Reason Obsolete = O Unrepairable = N Stolen = S	District Use Only Excess Inventory Number	Estimated Value
30	2	978-0-328-35410-5	Pearson Language Central	G	O		
16	3	478007 609818-7	Spelling + Voc Workbook books	G	O		

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

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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.

SAN RAFAEL CITY SCHOOLS

MOVING AND REPLACING FURNITURE/EQUIPMENT INVENTORY CONTROL

Chronological
Pre-Numbered

To: District Business Office   School: _Terra Linda_   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.

PURCHASE ORDER INFORMATION:

Requisition #: _____

Purchase Order #: _____ (Complete by District)

TRANSFERS:
Move From:
To:

EXCESS:
Declared Excess and Delete
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 Stolen	Excess Inventory	District Use Only Estimated Value
1	007011SRHSD	W87151S0WRQ	17 INCH WHITE IMA	Computer	P	O		
1	007545SRHSD	W890604Q2JW	17 INCH WHITE IMA	Computer	P	O		
1	008551SRHSD	W890605N2JW	17 INCH WHITE IMA	Computer	P	O		
1	007153SRHSD	QP82616F2JW	17 INCH WHITE IMA	Computer	P	O		
1	009416SRHSD	qr89416hdj	17 INCH WHITE IMA	Computer	P	O		
1	006898SRHSD	MXL7170B14	17 INCH WHITE IMA	Computer	P	O		
1	003662SRHSD	QP9141HJ2PN	17 INCH WHITE IMA	Computer	P	O		
1	007490SRHSD	W87291NDWRQ	17 INCH WHITE IMA	Computer	P	O		
1	004036SRHSD	G85252U1SCB	APPLE E-MAC	Computer	P	O		
1	001287SRHSD	U52583K9J2474251	Brother hl-1250 printe	Printer	P	O		
1	007080SRHSD	MXRL733083G	HP DC 7700	Computer	P	O		
1	007064SRHSD	MXL7300QCN	HP DC 7700	Computer	P	O		
1	007078SRHSD	MXL733083D	HP DC 7700	Computer	P	O		
1	007077SRHSD	MXL7330837	HP DC 7700	Computer	P	O		
1	007069SRHSD	MXL7300QCM	HP DC 7700	Computer	P	O		
1	007081SRHSD	MXL733083C	HP DC 7700	Computer	P	O		
1	004123SRHSD	2UA618K2XJ	HP DC 7700	Computer	P	O		
1	007066SRHSD	MXL7300QCP	HP DC 7700	Computer	P	O		
1	007082SRHSD	MXL7330839	HP DC 7700	Computer	P	O		
1	006897SRHSD	MXL7170B15	HP DC 7700	Computer	P	O		
1	008062SRHSD	2UA6280KLN	HP DC 7700	Computer	P	O		
1	004139SRHSD	2UA6390415	HP DC 7700	Computer	P	O		
1	004140SRHSD	2UA639041Q	HP DC 7700	Computer	P	O		
1	004138SRHSD	2UA639041H	HP DC 7700	Computer	P	O		

1	004149SRHSD	2UA6480D28	HP DC 7700	Computer	P	O
1	004151SRHSD	2UA6480D2F	HP DC 7700	Computer	P	O
1	006130SRHSD	2UA6280KM8	HP DC 7700	Computer	P	O
1	004146SRHSD	2UA6390414	HP DC 7700	Computer	P	O
1	004135SRHSD	2UA639041C	HP DC 7700	Computer	P	O
1	004125SRHSD	2UA618K2XF	HP DC 7700	Computer	P	O
1	006123SRHSD	2UA6280KLZ	HP DC 7700	Computer	P	O
1	007079SRHSD	MXL733083H	HP DC 7700	Computer	P	O
1	007978SRHSD	2UA6410HNL	HP DC 7700	Computer	P	O
1	004124SRHSD	2UA618K2XG	HP DC 7700	Computer	P	O
1	004145SRHSD	2UA6390418	HP DC 7700	Computer	P	O
1	004049SRHSD	2UB60603J0	HP DC 7700	Computer	P	O
1	004147SRHSD	2UA6480D27	HP DC 7700	Computer	P	O
1	004126SRHSD	2ua6178k2xh	HP DC 7700	Computer	P	O
1	008220SRHSD	2UA639041B	HP DC 7700	Computer	P	O
1	008048SRHSD	2UA6320Z0G	HP DC 7700	Computer	P	O
1	004088SRHSD	2UB51300NW	HP DC 7700	Computer	P	O
1	006017SRHSD	2UB51300NV	HP DC 7700	Computer	P	O
1	006019SRHSD	2UB51300NT	HP DC 7700	Computer	P	O
1	006524SRHSD	MXL5080NXX	HP DC 7700	Computer	P	O
1	001267SRHSD	W230KN9ZA849	HP DC 7700	Computer	P	O
1	004153SRHSD	2UA6480D2B	HP DC 7700	Computer	P	O
1	004134SRHSD	2UA6390417	HP DC 7700	Computer	P	O
1	006127SRHSD	2UA6280KM0	HP DC 7700	Computer	P	O
1	004137SRHSD	2UA639041R	HP DC 7700	Computer	P	O
1	004144SRHSD	2UA639041F	HP DC 7700	Computer	P	O
1	004136SRHSD	2UA6390419	HP DC 7700	Computer	P	O
1	006126SRHSD	2UA6280KLM	HP DC 7700	Computer	P	O
1	004117SRHSD	2UA54603FN	HP DC 7700	Computer	P	O
1	006901SRHSD	MXL7170C0Q	HP DC 7700	Computer	P	O
1	NO TAG	2UA54603FN	HP DC 7700	Computer	P	O
1	006136SRHSD	2UA6280KLS	HP DC 7700	Computer	P	O
1	006122SRHSD	2UA6280KMF	HP DC 7700	Computer	P	O
1	006119SRHSD	2UA6280KLR	HP DC 7700	Computer	P	O
1	004122SRHSD	2UA6160Z96	HP DC 7700	Computer	P	O
1	008064SRHSD	2UB542071L	HP DC 7700	Computer	P	O
1	004121SRHSD	2UA6160Z95	HP DC 7700	Computer	P	O
1	006277SRHSD	3300095fh	NEC	Projector	P	O
1	006039SRHSD	F38G571341F	Epson 81	Projector	P	N
1	006150SRHSD	F38G4Y0951F	Epson 81	Projector	P	N

1	007424SRHSD	KM3F84H526L	Epson 81	Projector	P	N		
1	004850SRHSD	CNBJP37785	HP 2015 dn	Printer	P	O		
1	008353SRHSD	74M19P17283	Dell Optiplex	Computer	P	N		

DO NOT WRITE BELOW THIS LINE

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

District Office		Date Declared Excess by Board		Date Removed from Inventory
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; Copy to District Maintenance; Copy to Originating Site

BUS: InvCntr 189

SAN RAFAEL CITY SCHOOLS

MOVING AND REPLACING FURNITURE/EQUIPMENT INVENTORY CONTROL

Chronological
Pre-Numbered

To: District Business Office   School: Venetia Valley   Approved By: _____ Date: 6/16/16

NEW PURCHASES:
___ 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.

TRANSFERS:
Move From: _____
To: _____

PURCHASE ORDER INFORMATION:
Requisition #: _____
Purchase Order #: _____ (Completed by District)

EXCESS:
✓ Declare Excess and Delete 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	District Use Only Excess Inventory Number	District Use Only Estimated Value
1	06318 4SRCSD	WN8-7450KWRA	iMac Apple	Desktop	P	O		
1	0030305RCSD	G8S370S0sCF	iMac Apple	Desktop	P	O		
1	008605SR CSD	G8S378U1ScF	eMac Appr	Desktop	P	O		
1	008604SRCSD	G8S37192SCF	eMac Apple	Desktop	P	O		
1	008605SRCSD	QE S37000SCf	eMac Apple	Desktop	P	O		
1	0030143RCSD	N/A	eMac Apple	Desktop	P	O		
1	0030203RCSD	n/a	eMac Apple	Desktop	P	O		
1	008120SRCSD	n/a	eMac Apple	Desktop	P	O		
1	008110SRCSD	RM3384G38K	Epson	Projector	P	O		

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.

To: District Business Office   School: Martha Valle Approved By: _____ Date: 6/16/16

NEW PURCHASES:

To: District Business Office

___	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.

PURCHASE ORDER INFORMATION:

Requisition #: _____

Purchase Order #: _____   (Completed by District)

TRANSFERS:

Move From: _____

To: _____

EXCESS:

✓ Declare Excess and Delete 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	District Use Only Excess Inventory Number	Estimated Value
1	00810SRCSD	NXL0470SY3	HP Compaq 6000 Pro	Desktop	P	O		
1	005736SRCSD	2UA7300XDV	HP DC 7700	Desktop	P	O		
1	007080SRCSD	W882320WAYJX	Macbook Apple	Laptop	P	O		
1	007133SRCSD	MXL1046SCA	HP Pro 6000	Desktop	P	O		
1	00810SRCSD	014 5CG	TI-02's epson	Doc Camera	P	O		
1	007250SRCSD	MXL030B527	HP 6000 pro	Desktop	P	O		
1	00440 75RCSD	WBL4901WRQ	iMac Apple	Desktop	P	O		
1	002028SRCSD	SNS3711DSCP	iMac Apple	Desktop	P	O		
1	00320SRCSD	CAS37XV1SF	iMac Apple	Desktop	P	O		

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.