

SURPLUS OF BOOKS

INVENTORY CONTROL

School: Sun Valley Approved By: _____

Julie Harris

Date:

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

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		Reason Obsolete = 0 Unrepairable = N Stolen = S	District Use Only	
				Good = G Fair = F Poor = P	Excess Inventory Number		Estimated Value	
13	1st	0-618-157-158	HM Lang Arts	G		0		
11		0-618-157-14X						
8		0-618-157-583						
8		0-618-157-14X						
14		0-618-157-131						
		0-618-157-608						

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: 8/25/16
By:

Stored 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

SURPLUS OF EQUIPMENT

INVENTORY CONTROL

To: District Business Office School: Van Valley Approved By: Jake Harris Date: 8/19/16

[illegible]

DO NOT WRITE BELOW THIS LINE

District Office

Date Removed From Inventory/By

Date: 8/22/16

Stored At:

By: LAZZ 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.

SURPLUS OF EQUIPMENT

INVENTORY CONTROL

To: District Business Office **School:** Sun Valley

Approved By:

Date: Aug 17, 2016

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

ORIGINATOR COMPLETE THE FOLLOWING FOR MOVES, EXCESS DECLARATIONS AND

[illegible]

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: 8/22/16 _____ Stored At: _____

By: [Signature] _____ 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.

RM 21

SAN RAFAEL CITY SCHOOL

SURPLUS OF BOOKS
INVENTORY CONTROL

To: District Business Office School: San Valley Approved By: Jake Harris Date: 8/19/16

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		
PURCHASE ORDER INFORMATION		EXCESS:	
		Declare Excess and Delete	
Purchase Order #:		From Inventory	
(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
1	5	039598451-3	H/M Spelling Vocab	G	O		
1	5	061813821-7	H/M Reading	G	O		
1	5	061813826-9	✓	G	O		
1	5	061813825-0	✓	G	O		
1	5	✓ 13823-4	✓	G	O		
1	5	✓ 13821-9	✓	G	O		
1	5	078545332-2	✓ Spelling Vocab	G	O		
1	5	✓ 83551-9	✓	G	O		
15	5	0-614-15721-2	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: <u>8/19/16</u>	Stored By:	Stored At:
By: <u>Jake Harris</u>	Date:	Bldg/Rm #:

Director of Maintenance and Operators 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

$$\begin{array}{r} 71 \overline{) 511} \\ \underline{49} \\ 21 \\ \underline{21} \\ 0 \end{array}$$

Kelly Underwood - www.kellyunderwood.com 1712016T14:59:00Z 2nd Chance Elimination 512