

To: District Business Office

School: TERRA LINDA HIGH SCHOOLApproved By: *[Signature]*Date: 9/2/2016**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 DECLARING BOOKS SURPLUS**

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	07365/001371 SRHSD	N/A	N/A	TOAST MASTER	P	O		
1	01832SRHSD	N/A	ZENITH	TV	P	O		
1	05032SRHSD		NEWCOMB TRANSITORIZED	RECORD PLAYER	P	O		
1	30613TLHS		IBM TYPERWRITER		P	O		
1	30931TLHS		IBM TYPERWRITER		P	O		
1	006186SRHSD		TV CART					

**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: 9/2/16By:                     

Date Declared Excess by Board

Stored By:                     Date:                     

Date Removed From Inventory/By

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.