

## SURPLUS OF BOOKS INVENTORY CONTROL

Date: 5/14/10

**TRANSFERS:**

Move From:

To:

**School for use.**

**EXCESS:**

### Declare Excess and Delete

## From Inventory

**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**

Date Declared Excess By Board

Date Removed From Inventory/By

**Stored 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.**

BUS:InvCntr189

9/2/16

To: District Business Office

School: THSApproved By: [Signature]Date: 9/2/16

## 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 DECLARING BOOKS SURPLUS

Quantity	ISBN Number	Manufacturer (Publisher)	Book Title	Condition Good = G Fair = F Poor = P	Reason Obsolete = O Unrepairable = N Stolen = S	District Use Only Estimated Value
4	0-8219-2839-2	EMC/PARADIGMPUBLISHING	Navegando 2	P	O	
1	0-8219-2798-1	EMC/PARADIGMPUBLISHING	Navegando 1	G	O	
1	0-8219-2864-3	EMC/PARADIGMPUBLISHING	Navegando 3	P	O	

If More Books to List, Please Attach a List of the Books 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 books that are listed on form approved by District Office will be picked up.



# SAN RAFAEL CITY SCHOOL

## SURPLUS OF BOOKS

### INVENTORY CONTROL

To: District Business Office School: TLHS

Approved By: [Signature]

Date: 9/2/16

#### 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

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		District Use Only
				Good = G	Fair = F	Poor = P	Obsolete = 0	Unrepairable = N	Excess Inventory Number
17	12	07-041718-0	Reflets du Monde	P			0		
9	9-10	0-663-21628-4	Urens Voic	F			0		
66	12	0-020676545-0	Galeria de Arte y Vida	G			0		
24	10-12	0-618-03505-2	Disc. French Blanc	G			0		
56	9-12	0-618-03506-0	Disc. French Rouge	G			0		
58	10-12	0-395-86482-0	Disc. French Bleu	G			0		
108	9-12	0-8219-2748-1	Navegadol	G			0		
38	9-12	0-669-31365-3	Spanish for Mastery	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

Stored By:

Stored At:

Date: 9/2/16

Bldg/Rm #:

By:

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:InvCtrl