

To: District Business Office

School: TERRA LINDA HIGH SCHOOLApproved By: [Signature]Date: 9/21/14

## 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 (2113)	08190			Desk	P	O		
1 (200)	05829			Desk	P	O		
1 (200)	01042			Metal Shelf	P	O		
1 (200)	06827			Wooden Desk	P	O		
1 (2104)	007076SRHSHD		HP	PC	P	O		
1 (208)	002165SRCSHD		MAC	COMPUTER	P	O		
1 (208)	007014SRCSHD		MAC	COMPUTER	P	O		
1 (15)	00957SRCSHD			FILECABINET	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: 9/24/14By: [Signature]

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.

Date: 9/22/16

Replaces Old. Move Old to \_\_\_\_\_ School for use

## \_\_\_\_ Declare Excess and Delete From Inventory

[illegible]

Bldg/Rm #:

BUS:Inv/cntr189