

Approved By: 

Date: 10/4/16

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

[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: 10/3/11

BV: 4455

Date Declared Excess by Board

Stored By:

Date:

Date Removed From Inventory/By

Stored At:

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.