

To: District Business Office

School: TERRA LINDA HIGH SCHOOLApproved By: *[Signature]*Date: 10/06/2016**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	002061SRHSD		Panisonic	VCR	P	O		
1	001442SRHSD	OC11329	DOCUBIND	BINDING MACHINE	G	O	Will donate to Glenwood School	

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: 10/17/16By: *[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.

Original - District Office; 1st Copy - Maintenance; 2nd Copy - Originating Site

BUS:Inv/cntr189