

To: District Business Office

School: SRHS

Approved By: 

Date: 10/13/2016

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			Reason		District Use Only		
					Good = G	Fair = F	Poor = P	Obsolete = O	Unrepairable = N	Stolen = S	Excess Inventory Number	Estimated Value
7	0036035RHS	C3017440	Kyocera KM-4530	copier			P		O			

DO NOT WRITE BELOW THIS LINE

If More Items to List, Please Attach a List of the Items in the Above Format

District Office
 Date: 10/13/2016
 By: Mum

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.