

SURPLUS OF BOOKS INVENTORY CONTROL

RECEIVED OCT 22 2016

To: District Business Office

School: Terra Linda

Approved By:

Terra Linda

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

[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 Declared Excess By Board _____

Date Removed From Inventory/By

Date:

Stored By:

Stored At:

By:

Bldg/Rm #:

Date: _____

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:InvCntr189