

MOVING AND REPLACING FURNITURE/EQUIPMENT INVENTORY CONTROL

To: District Business Office

School: DMS

Approved By: 

Date: 11/9/16

<p>NEW PURCHASES:</p> <p>_____ Replaces Old. Site will keep and use Old.</p> <p><input checked="" type="checkbox"/> Replaces Old. Declare Old Excess and Delete From Inventory</p> <p>_____ Replaces Old. Move Old to _____ School for use</p>	<p>TRANSFERS:</p> <p>_____ Move From: _____</p> <p>_____ To: _____</p>
<p>PURCHASE ORDER INFORMATION</p> <p>Requisition #: _____</p> <p>Purchase Order #: _____ (Completed by District)</p>	<p>EXCESS:</p> <p>_____ Declare Excess and Delete From Inventory</p>

ORIGINATOR COMPLETE THE FOLLOWING FOR DECLARING BOOKS SURPLIS

[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: _____	By: _____	Stored By: _____		Stored At: _____	
		Date: _____		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.