

SAN RAFAEL CITY SCHOOLS

SURPLUS OF BOOKS  
INVENTORY CONTROL

Chronological  
Pre-Numbered

To: District Business Office

School: SPHS

Approved By: [Signature]

Date: 11/14/16

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

Purchased all new books aligned to  
common core for Algebra 1 + 2, Geometry

ORIGINATOR COMPLETE THE FOLLOWING FOR DECLARING BOOKS SURPLUS

Quantity	ISBN Number	Manufacturer (Publisher)	Book Title	Condition Good = G Fair = F Poor = P	Reason Obsolete = O Unrepairable = N Stolen = S	District Use Only Estimated Value
228	013203121-3	Prentice Hall	Algebra 1	P	O	
266	013203122-1	"	Geometry	P	O	
224	013365947-X	"	Algebra 2	P	O	

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

DO NOT WRITE BELOW THIS LINE

District Office

Date: 11/15/16

By: \_\_\_\_\_

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 books that are listed on form approved by District Office will be picked up.

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

BUS: InvCntr189