

MOVING AND REPLACING FURNITURE/EQUIPMENT
INVENTORY CONTROLChronological
Pre-NumberedTo: District Business Office School: Santa Vally Approved By: Jake Harris Date: 11/8/16

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

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	0060461500SD	K3016379	Kyocera KM-S200	Copier	P	O		

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: _____

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 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