

To: District Business Office

School: TERRA LINDA HIGH SCHOOLApproved By: P. M. ColeDate: 1-19-17**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	(Level 1)	0-8219-2822-8	Navesjundo	Videomand	G	O		
1	(Level 1)	0-8219-2821-0	Navesjundo	Wigging Manual	G	O		
3	(Level 1)	0-8219-2803-1	Navesjundo	Com. Actuators	G	O		
2	(Level 1)	0-8219-2999-2	Navesjundo	Giant Vocab	F	O		
1		0-8219-2805-3		Giant Vocab	P.B. F			
2		0-8219-2817-1		C.D. Manual	F			
2		0-8219-2800-7		TE on CD	G			
3				List Act. CD				

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: 1/30  
By: PADate 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; 1<sup>st</sup> Copy – Maintenance; 2<sup>nd</sup> Copy – Originating Site

BUS:Inv/cntr189

To: District Business Office

School: TERRA LINDA HIGH SCHOOLApproved By: [Signature]Date: 1-19-17**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	(Level 1)	0-8219-2811-2	Navegardo	Rest booklet	F	O		
1	(Level 1)	0-8219-2799-X	Navegardo	Teacher's edition	P	O		
1	(Level 1)	0-8219-2820	Navegardo	Quizzer's key	F	O		
1	(Level 1)	0-8219-2813-9	Navegardo	Portfolio Assessment	G	O		
1	(Level 1)	0-8219-2950-X	Navegardo	Materials para hispanohablantes	G	O		
2	(Level 1)	0-8219-2802-3	Navegardo	Workbook T.E.	F	O		
3	(Level 1)	0-8219-2804-X	Navegardo	Activities for Proficiency	G	O		
1	(Level 1)	0-8219-2807-4	Navegardo	Program Manager	G	O		

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District Office

Date: 1-20By: [Signature]

Date Declared Excess by Board

Stored By:       Date:       Date Removed From Inventory/By       Stored At:       Bldg/Rm #:       

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To: District Business Office

School: TERRA LINDA HIGH SCHOOLApproved By: CLB. Lee.Date: 1-19-17

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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		District Use Only	
						Obsolete = O Unrepairable = N Stolen = S	Excess Inventory Number	Estimated Value	
1	(Level 1)	0-8219-2818-X	Navigando	CD 1st. games	G	O			
1	(Level 1)		Navigando	Tests on CD	F	O			
2	(Level 1)	0-8219-2816-B	Navigando	Audio CD program	F	O			
2	(Level 1)	0-8219-2824-Y	Navigando	transparencies	F	O			

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Date: 1/30  
By: [Signature]

Date Declared Excess by Board \_\_\_\_\_

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

Date: \_\_\_\_\_

Date Removed From Inventory/By \_\_\_\_\_

Stored At: \_\_\_\_\_

Bldg/Rm #: \_\_\_\_\_

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BUS: Inv/cntr189

MOVING AND REPLACING FURNITURE/EQUIPMENT  
INVENTORY CONTROLChronological  
Pre-Numbered

To: District Business Office

School: TERRA LINDA HIGH SCHOOLApproved By: CLB. 1000Date: 1-19-17

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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
58	Level 2	Navigando	0-8219-2839-2	Text Book	F	O		
140	Level 2	Navigando	0-8219-2839-2	Text Book	F	O		
2	Level 2	Navigando	0-8219-2856-2	Audio Cd Rtg.	G	O		
4	Level 2	Navigando	0-8219-3000-1	Grammar workbook	F	O		
2	Level 2	Navigando	0-8219-2857-0	Audio Manual	F	O		
1	Level 2	Navigando	0-8219-2861-9	Overhead +	F	O		
3	Level 2	Navigando	0-8219-2842-2	Workbook	F	O		
3	Level 2	Navigando	0-8219-2849-X	Listening Act	P	O		

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District Office  
Date: 1/30  
By: [Signature]Date Declared Excess by Board  
Stored By: \_\_\_\_\_  
Date: \_\_\_\_\_Date Removed From Inventory/By \_\_\_\_\_  
Stored At: \_\_\_\_\_  
Bldg/Rm #: \_\_\_\_\_

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BUS:Inv/cntr189

To: District Business Office

School: TERRA LINDA HIGH SCHOOLApproved By: R. B. CellerDate: 1-19-17

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Requisition #: \_\_\_\_\_

Purchase Order #: \_\_\_\_\_ (Completed by District)

## TRANSFERS:

\_\_\_\_ Move From: \_\_\_\_\_

To: \_\_\_\_\_

## 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
2	Level 2	Navigando	0-8219-2851-1	4th booklet	P	O		
2	Level 2	Navigando	0-8219-2852-X	Quizzes	P	O		
1	Level 2	Navigando	0-8219-2847-3	Daily Lessons	F	O		
1	Level 2	Navigando	0-8219-2853-8	Port. ASes	F	O		

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District Office

Date: 1-19-17By: [Signature]

Date Declared Excess by Board \_\_\_\_\_

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

Date: \_\_\_\_\_

Date Removed From Inventory/By \_\_\_\_\_

Stored At: \_\_\_\_\_

Bldg/Rm #: \_\_\_\_\_

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MOVING AND REPLACING FURNITURE/EQUIPMENT  
INVENTORY CONTROLChronological  
Pre-Numbered

To: District Business Office

School: TERRA LINDA HIGH SCHOOLApproved By: R. B. Cell.Date: 1-19-17

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## 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	Level 3	Navigation	0-8219-2880-5	Audio Cds	F	O		
1			0-8219-2865-1	teachers ed	G	O		
1			0-8219-2877-5	Quizzes	G			
1			0-8219-2876-7	test booklet	F			
1			0-8219-2872-4	Program mngt	F			
1			0-8219-2881-3	cd program	F			
2			0-8219-2874-0	Listening AG	F			
1			0-8219-3001-X	grammar workb	F			

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District Office

Date: 1/30By: [Signature]

Date Declared Excess by Board

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

Date: \_\_\_\_\_

Date Removed From Inventory/By \_\_\_\_\_

Stored At: \_\_\_\_\_

Bldg/Rm #: \_\_\_\_\_

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BUS:Inv/cntr189

## MOVING AND REPLACING FURNITURE/EQUIPMENT INVENTORY CONTROL

## Chronological Pre-Numbered

Date: 1-19-17

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<p><b>PURCHASE ORDER INFORMATION</b></p> <p>Requisition #: _____</p> <p>Purchase Order #: _____ (Completed by District)</p>	<p><b>EXCESS:</b></p> <p>_____ Declare Excess and Delete From Inventory</p>

**ORIGINATOR COMPLETE THE FOLLOWING FOR DECLARING BOOKS SURPLUS**

[illegible]

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Stored At: \_\_\_\_\_

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**SURPLUS OF BOOKS  
INVENTORY CONTROL**

**SAN RAFAEL CITY SCHOOL**

To: District Business Office    School: \_\_\_\_\_

Approved By: KLW-cell.

Date: 1-19-17

<b>NEW PURCHASES:</b>	<b>TRANSFERS:</b>
Replaces Old.      Site will keep and use Old.	Move From: <u>Rm. 214</u>
Replaces Old.      Declare Old Excess and Delete from Inventory.	To: _____
Replaces Old.      Move Old to      School for use.	
<b>PURCHASE ORDER INFORMATION</b>	<b>EXCESS:</b>
	Declare Excess and Delete
Purchase Order #: _____	From Inventory

**ORIGINATOR COMPLETE THE FOLLOWING FOR MOVES, EXCESS DECLARATIONS AND**

Quantity	Grade Level	ISBN Number	Title (example: HM Science)	Condition Good = G Fair = F Poor = P	Reason Obsolete = O Unrepairable = N Stolen = S	District Use Only Excess Inventory Number	Estimated Value
<u>10</u>	<u>9th</u>	<u>086609-231-5</u>	<u>Reading Literature</u>	<u>P</u>	<u>O 1985</u>		
<u>1</u>	<u>10th</u>	<u>086609-233-1</u>	<u>Reading Literature</u>	<u>F</u>	<u>O 1985</u>		

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District Office	Date Declared Excess By Board	Date Removed From Inventory/By
Date: <u>1/30</u>	Stored By:	Stored At:
By: <u>[Signature]</u>	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.

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