

INVENTORY CONTROL

To: District Business Office From: School: Terra Linda High Lynn Tremolada

DATE: 5/23/17

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: ~~Room 14~~ To: ~~Room 14~~

Room 14
and
Room 14

PURCHASE ORDER INFORMATION

 Requisition #: _____
 Purchase Order #: _____ (Completed by District)

EXCESS: Declare Excess and Delete From Inventory X

Room 14 PKT PATIO and KIN AKEA

ORIGINATOR COMPLETE THE FOLLOWING FOR DECLARING OBSOLETE EQUIPMENT/SUPPLIES

Quantity	District Inventory Number	Serial Number	Manufacturer 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	001814			KICKWHEEL	P	O		
1	001812			KICK WHEEL	P	O		
1	001815			KICK-WHEEL	P	O		
1	07295	857618		CHOP SAW	F	O		
1	001865			GRINDER	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 Declared Excess by Board

Date Removed From Inventory/By

Date:

Stored By:

Stored At:

Bldg/Rm #:

Director of Maintenance and Operations will schedule pickup and take only approved listed on this/these forms

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

BUS: Inv/cntr189