SAN RAFAEL CITY SCHOOLS

SURPLUS OF BOOKS INVENTORY CONTROL

School Site: San Rafael High School

Principal Approval [signature]

Date 5/1/18

NEW PURCHASES: None

Replaces Old. Site will keep and use Old.

Replaces Old. Declare Old Excess and Deletefrom Inventory.

Replaces Old Move Old to School for use.

TRANSFERS: Move

From: SRHS →

To: Recycle

EXCESS:

Declare Excess and Delete from Inventory ✓

PURCHASE ORDER INFORMATION

Purchase Order #:

ORIGINATOR COMPLETE THE FOLLOWING FOR MOVES, EXCESS DECLARATIONS

Quantity	Grade Level	ISBN#	Title (example: *HIM* Science)	Condition: Good=G Fair= F Poor =P	Reason: Obsolete= 0 Unrepairable = N Stolen= S	District Use Only: Excess Inventory Number	District Use Only: Estimated Value x $10
285	9-10	0-8403-5330-4	Moving for Life	G	O		

RECEIVED MAY 02 2018

You will be notified when your request is approved and a work order may be done to have items descibed here picked up and disposed.

DO NOT WRITE BELOW THIS LINE

District Office	**Date Declared Excess By Board**	**Date**
Date:	**Stored By:**	**Stored At:**
By:	**Date:**	**Location**

Original- District Office; 1st Copy - District Maintenance; 2nd Copy - Originating Site **BUS:InvCntr2017**