

SAN RAFAEL CITY SCHOOLS

MOVING AND REPLACING FURNITURE/EQUIPMENT INVENTORY CONTROL

To: District Business Office

School: Lickman

By: W.H. Blake

Date: Van. 20/6

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)

ORIGINATOR COMPLETE THE FOLLOWING FOR MOVES, EXCESS DECLARATION AND DELETIONS:

[illegible]

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

Date: 1/8/14

Stored By: _____

Stored At:

By: _____ Date: _____

Date: _____

Bldg/Rm #:

TRANSFERS:

Move From: Coleman

To: _____

EXCESS:

Declare Excess and Delete From Inventory

Director of Maintenance and Operations will schedule pickup. Only items that are listed on forms approved by District Office will be picked up.