

SURPLUS OF BOOKS INVENTORY CONTROL

School:

Approved By:

Data:

3/3/0

Replaces Old. Site will keep and use Old.

Replaces Old.

Replaces Old

Move Old to

School for use

PURCHASE ORDER INFORMATION

Purchase Order #:

(Completed by District)

ORIGINATOR COMPLETE THE FOLLOWING FOR MOVES, EXCESS DECLARATIONS AND

Quantity	Grade Level	ISBN Number	Title (example: H/M Science)	Condition	Reason	District Use Only	
				Good = G Fair = F Poor = P	Obsolete = O Unrepairable = N Stolen = S	Excess Inventory Number	Estimated Value
350	8	9780030923395	ALGEBRA				
350	7	9780030923166	MATHEMATICS - 2				
350	6	9780030923159	MATHEMATICS - 1				

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/Bi:

Date:

Stored By:

Data:

11-10

11-10

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 - District Maintenance; 2nd Copy - Originating Site

BIIS-InvCntr-190

these math textbooks have no real value in