

SAN RAFAEL CITY SCHOOLS

MOVING AND REPLACING FURNITURE/EQUIPMENT  
INVENTORY CONTROL

*ASR*

RECEIVED MAR 22 2016

To: District Business Office

School: Tena Linda HS.

By: John Dauler

Date: 3/15/10

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

EXCESS:

Declare Excess and Delete From Inventory

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

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

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	001720541HS		Zenith Tub.T.V. 17inch		P	O		
1	06797692HS		Sentry Safe		P	N		
1	0379534HS		opacore projector		P	N/O		
1	0015716HS		MANABOX TV	TV	P	N/O		
1	0015715HS		Magnum VCR		P	N/O		

DO NOT WRITE BELOW THIS LINE

If More Items to List, Please Attach a List of the Items in the Above Format

District Office \_\_\_\_\_ Date Declared Excess by Board \_\_\_\_\_

Date Removed From Inventory \_\_\_\_\_

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

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

By: \_\_\_\_\_ 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.