

SAN RAFAEL CITY SCHOOLS

To: District Business Office

MOVING AND REPLACING FURNITURE/EQUIPMENT  
INVENTORY CONTROL

RECEIVED MAR 22 2016

School: Terra Linda HS. By: John Dauder Date: 3/15/16

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

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

EXCESS:

Declare Excess and Delete From Inventory

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	00172054H5D		Zenith Tube TV. 17 inch		P	O		
1	06797682H5D		Sentry Safe		P	N		
1	0379534H5D		opasedge projector		P	N/O		
1	00157468H5		maandvix TV	TV	P	N/O		
1	00157453H5		magharox 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.