

SURPRISE EQUIPMENT

Date: 5/23/16

TRANSFERS:

Room 9

To:

School for use.

EXCISES:

From Inventory

District Use Only	Estimated Value
Excess Inventory Number	

Number

—

1

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

Date Removed From Inventory/By

Stored At:

Bidg/Rm #:

Discussion

SURPLUS OF EQUIPMENT

Date: 5-25-16

Move From: Room 14

To:

EXCUSES:

Declare Excess and Delete From Inventory

[illegible]

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

Date Removed From Inventory/By

Stored At:

Bid/Rm #:

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

**SURPLUS OF BOOKS
INVENTORY CONTROL**

Date: 6/3/16

Move From:

To:

School for use.

EXCISES:

Declare Excess and Delete

(Completed by District)

From Inventory

Inventory	Estimated Value
100	100
200	200
300	300
400	400
500	500
600	600
700	700
800	800
900	900
1000	1000

1

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

Date Removed From Inventory/By

Stored By:

Date:

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

SAMI RAFAEL CITY SCHOOL

SURPLUS OF BOOKS
INVENTORY CONTROLTo: District Business Office School: S.V.Approved By: Jodie HarrisDate: 5/24/16

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.

PURCHASE ORDER INFORMATION

Purchase Order #:

(Completed by District)

TRANSFERS:

Move From:

To:

EXCESS:

Declare Excess and Delete

From Inventory

ORIGINATOR COMPLETE THE FOLLOWING FOR MOVES, EXCESS DECLARATIONS AND

Quantity	Grade Level	ISBN Number	Title (example: H/M Science)	Condition Good = G Fair = F Poor = P	Reason Obsolete = O Unrepairable = N Stolen = S	District Use Only Excess Inventory Number	Estimated Value
1	4	9780076576964	E.D. Math 1st edition	P	O		
-1	-	-	Math masters	P	O		
1	1	9780076576470	11" Differentiation book	P	O		
1	1	9780076576562	11" Differentiation book	P	O		
22	1	9780015347120	E.L. Handbooks	P	O		
1	1	9780015347120	Harcourt Science text	P	O		
1	1	9780015347120	11" Visual Summary	P	O		
1	2	9780015347120	Lab Manual	P	O		
1	2	9780015347120	Success w Standards	P	O		

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/By

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.

SAN RAFAEL CITY SCHOOL

SURPLUS OF BOOKS

INVENTORY CONTROL

To: District Business Office School: S.V.

Approved By: Julie Harris

Date: 5/26/16

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.

PURCHASE ORDER INFORMATION

Purchase Order #: (Completed by District)

TRANSFERS:

Move From:

To:

EXCESS:

Declare Excess and Delete

From Inventory

ORIGINATOR COMPLETE THE FOLLOWING FOR MOVES, EXCESS DECLARATIONS AND

Quantity	Grade Level	ISBN Number	Title (example: H/M Science)	Condition Good = G Fair = F Poor = P	Reason Obsolete = O Unrepairable = N Stolen = S	District Use Only Excess Inventory Number	Estimated Value
27	4	0-618-15720-4	H/M Reading Fiction	G	O		
1	4	0-618-13815-3	Teachers editions of 11	G	O		
1	4	" "	6 guides & various	P	O		
1	4	0-618-16108-02	hardcopy management	P	O		
1	4	0-618-16108-04	" " challenge	P	O		
1	4	0-618-09071-1	" " English	P	O		
2	4	0-618-07130-5	11' selective master	P	O		
2	4	" " 16120-1	challenge	P	O		

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District Office

Date Declared Excess By Board

Date Removed From Inventory/By

Date:

Stored By:

Stored At:

By:

Date:

Build/Rm #:

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

SAN RAFAEL CITY SCHOOL

SURPLUS OF BOOKS
INVENTORY CONTROL

To: District Business Office School: SV

Approved By: Jake Harris

Date: 5/24/16

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

EXCESS:

Declare Excess and Delete

Purchase Order #:

(Completed by District)

From Inventory

ORIGINATOR COMPLETE THE FOLLOWING FOR MOVES, EXCESS DECLARATIONS AND

Quantity	Grade Level	ISBN Number	Title (example: H/M Science)	Condition Good = G Fair = F Poor = P	Reason Obsolete = O Unrepairable = N Stolen = S	District Use Only Excess Inventory Number	Estimated Value
1	4	978-015-2492204	Harcourt Science reader	P	O		
2	4	978-015-3522837	Content support	P	O		
1	4	978-015-3522956	Reading int. strategy	P	O		
1	4	978-015-349487	Assessment Guide	P	O		
1	4	978-015-351130	Hands on resources	P	O		
1	4	978-015-3552496	CD Rom	P	O		
1	4	" 262.5	" "	P	O		
1	4	" 271-7	" "	P	O		

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

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District Office

Date Declared Excess By Board

Date Removed From Inventory/By

Date:

Stored By:

Stored At:

By:

Date:

Build/Rm #:

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