

SAN RAFAEL CITY SCHOOL

SURPLUS OF EQUIPMENT

INVENTORY CONTROL

To: District Business Office School: SNS Approved By: Judie Harris Date: 5-25-16

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: Room 14

To: _____

EXCESS:

Declare Excess and Delete From Inventory

ORIGINATOR COMPLETE THE FOLLOWING FOR MOVES, EXCESS DECLARATIONS AND

Quantity	Grade Level	ISBN Number	Title (example: HM Science)	Condition		Reason		District Use Only Excess Inventory Number	Estimated Value
				Good = G Fair = F Poor = P	Obsolete = O Unrepairable = N Stolen = S				
<u>27</u>	<u>3</u>	<u>0-618-15719-2</u>	<u>HM Reading 3.1</u>	<u>G</u>	<u>O</u>				
<u>24</u>	<u>3</u>	<u>0-618-15719-0</u>	<u>NM Reading 3.2</u>	<u>G</u>	<u>O</u>				

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/By _____

By: _____ Date: _____ Stored At: _____

By: _____ Date: _____ Stored At: _____

By: _____ Date: _____ Stored At: _____

Director of Maintenance and Operators 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 - Originate Site

To: District Business Office School: Sun Valley

Approved By: Jake Harris

Date: 6/3/16

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)

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		Reason		District Use Only Excess Inventory Number	Estimated Value
				Good = G	Fair = F	Obsolete = O	Unrepairable = N		
22	3	0618157182	Rewards textbooks	G		O			
29	3	061815719-0	Horizons textbooks	G		O			

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DO NOT WRITE BELOW THIS LINE

District Office

Date Declared Excess By Board

Date Removed From Inventory/By

Date: By:

Stored By:

Stored At:

Date:

Build/Rm #:

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

To: District Business Office School: S.V.

Approved By: Julie 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.

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: E/M Science)	Condition		Reason		District Use Only Excess Inventory Number	Estimated Value
				Good = G Fair = F Poor = P	Obsolete = O Unrepairable = N Stolen = S				
1	4	9780076576964	E.D. Math 1st ed. h.n.	P	O				
-1	-	-	Math masters	P	O				
1	1	9780057657647-0	Math Differentiation book	P	O				
1	1	97800576576562	Math e.L. handbooks	P	O				
22	1	97800153471209	Herbert Science text	P	O				
1	1	6111101	Visual Summary	P	O				
1	2	9780153522710	Lab Manual	P	O				
1	2	978015353290	Success w. Standards	P	O				

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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 Operators will schedule pickup. Only items that are listed on forms approved by District Office will be picked up.

