

SAN RAFAEL CITY SCHOOLS

**MOVING AND REPLACING FURNITURE/EQUIPMENT
INVENTORY CONTROL**

To: District Business Office

School: Coleman

By: Alavanda

Date: 6/13/16

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	00235885	0PR221DPWH4	Apple iMac		P	O		
1	006458	0P9142J92JW	Apple iMac		P	O		
1	004533	0P138165WR0	Apple iMac		P	O		
1	003155	586043208CF	Apple emac		P	O		
1	006140	N/A	Mac Book		P	O		
1	003156	586043258CF	emac		P	O		
1	006087	W883506W2JW	imac		P	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.

Apple	iMac	006358SRCSD	QP8221DPWH4
Apple	iMac	006458SRCSD	QP9140J92JW
Apple	iMac	004533SRCSD	QP638165WRQ
Apple	emac	043155SRCSD	G86043208CF
Apple	Macbook	006046SRCSD	n/a
Apple	emac	043156SRCSD	G86042T58CF
Apple	iMac	006087SRCSD	W88350G W2JW

with
Simard