

SAN RAFAEL CITY SCHOOLS

MOVING AND REPLACING FURNITURE/EQUIPMENT INVENTORY CONTROL

To: District Business Office

School: Coleman

By: Alvarado

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	0023585	0082210PWH4	Apple iMac		P	O		
1	006458	009142192W	Apple iMac		P	O		
1	004533	00938165WR0	Apple iMac		P	O		
1	003155	086043208CF	Apple eMac		P	O		
1	006140	119	Mac Book		P	O		
1	003156	086043158CF	eMac		P	O		
1	006087	10883506W2W	iMac		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

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	003155SRCSD	G86043208CF
Apple	Macbook	006146SRCSD	n/a
Apple	emac	003156SRCSD	G86042T58CF
Apple	iMac	006087SRCSD	W883506W2JW

n/a
Simard