

To: District Business Office

School: SPHSApproved By: [Signature]Date: 8/3/14

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 DECLARING BOOKS SURPLUS

Quantity	District Inventory Number	Serial Number	Manufacturer and Model Number	Type of Equipment	Condition		Reason	District Use Only	
					Good = G Fair = F Poor = P	Excess Inventory Number		Estimated Value	
6	See Attached List		HPDC7600	PC	P		O		
1			OPTIPLEX 745	PC	P		O		
1			OPTIPLEX 620	PC	P		O		
4			Apple EIMAC	PC	P		O		
1			Mitsubishi CR7700	TV	P		O		
1			HP DC7700	PC	P		O		
1			HP 4550 B	Laptop	P		O		
1			HP Probook 4530	Laptop	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: By: Date Declared Excess by Board Stored By: Date: Date Removed From Inventory/By Stored At: 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.

To: District Business Office

School: SRHS

Approved By: _____

Date: 8/3/14

NEW PURCHASES:

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☒ Replaces Old. Declare Old Excess and Delete From Inventory

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PURCHASE ORDER INFORMATION

Requisition #: _____

Purchase Order #: _____ (Completed by District)

EXCESS:

____ Declare Excess and Delete From
Inventory

ORIGINATOR COMPLETE THE FOLLOWING FOR DECLARING BOOKS SURPLUS

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
8	See Attached List		COMPAQ 4910P	Laptop	P	O		
3			Apple EMAC	PC	P	O		
1			Brother 1470	Printer	P	O		
1			RCA XBOX	TV	P	O		
20			Apple 20" Imac	PC	P	O		
33			Apple 17" Imac	PC	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: _____

By: _____

Date Declared Excess by Board _____

Stored By: _____

Date: _____

Date Removed From Inventory/By _____

Stored At: _____

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.

SKHS

District		Quantity Inventory #		Serial #	Manufacturer	Model	Type of Equipment	Condition	Disposal Reason
								Good=G	Obsolete=O
								Fair=F	Unrepairable=N
								Poor=P	Stolen=S
1	6780SRHSD	2	UB5360915	HP	DC7600	PC	P	O	O
1	6788SRHSD	2	UB536090W	HP	DC7600	PC	P	O	O
1	6774SRHSD	2	UB5360917	HP	DC7600	PC	P	O	O
1	6775SRHSD	2	UB536090Y	HP	DC7600	PC	P	O	O
1	4131SRHSD	2	2UA639041G	HP	DC7600	PC	P	O	O
1	4148SRHSD	2	2UA6480D2D	HP	DC7600	PC	P	O	O
1	7465SRHSD	1	JK2Y3F1	DELL	OPTIPLEX 745	PC	P	N	N
1	7459SRHSD	1	9DX64C1	DELL	OPTIPLEX 620	PC	P	N	N
1	2557SRHSD	1	G824725BNAK	APPLE	EMAC	PC	P	O	O
1	2754SRHSD	1	#501050	MITSUBISHI	C827200 TV	TV	P	O	O
1	7018SRHSD	1	2UA7201NNB	HP	DC7700	PC	P	N	N
1	7910SRHSD	1	CNU051213K	HP	6550B	LAPTOP	P	N	N
1	3805SRHSD	1	CNU22421C8	HP	PROBOOK 4530	LAPTOP	P	O	O
1	8150SRHSD	1	CND7371JMC	COMPAQ	6910P	LAPTOP	P	O	O
1	8148SRHSD	1	CND7371JJ7	COMPAQ	6910P	LAPTOP	P	O	O
1	8149SRHSD	1	CND7371JJ4	COMPAQ	6910P	LAPTOP	P	O	O
1	8147SRHSD	1	CND7371JS2	COMPAQ	6910P	LAPTOP	P	O	O
1	8154SRHSD	1	CND7371JPT	COMPAQ	6910P	LAPTOP	P	O	O
1	8153SRHSD	1	CND7371JJH	COMPAQ	6910P	LAPTOP	P	O	O
1	8152SRHSD	1	CND7371JTH	COMPAQ	6910P	LAPTOP	P	O	O
1	8151SRHSD	1	CND7371V0C	COMPAQ	6910P	LAPTOP	P	O	O
1	6648SRCSD	1	YM6160WHSCF	APPLE	EMAC	PC	P	O	O
1	6306SRHSD	1	G85252M2SCB	APPLE	EMAC	PC	P	O	O
1	6466SRHSD	1	G8438KQWQJ8	APPLE	EMAC	PC	P	O	O
1	2312SRHSD	1	U60068F1J174219	BROTHER	1470 PRINTER		P	O	O
1	2992SSRHSD	1	C5124B21LH	RCA	XBOX TV	TV	P	O	O
1	007190SRHSD	1	W87292FBVUV	Apple	20" Imac	PC	P	O	O
1	007191SRHSD	1	W872733AVUV	Apple	20" Imac	PC	P	O	O
1	002798SRCSD	1	QP8381NL2JW	Apple	17" Imac	PC	P	O	O
1	008211SRHSD	1	W8727346VUV	Apple	20" Imac	PC	P	O	O
1	007170SRHSD	1	W8730136VUV	Apple	20" Imac	PC	P	O	O
1	007172SRHSD	1	W872924DVUV	Apple	20" Imac	PC	P	O	O
1	007192SRHSD	1	0019E3420B79	Apple	20" Imac	PC	P	O	O
1	007180SRHSD	1	W87292PBVUV	Apple	20" Imac	PC	P	O	O
1	007179SRHSD	1	W87201YRVUV	Apple	20" Imac	PC	P	O	O
1	007173SRHSD	1	W87210ENVUV	Apple	20" Imac	PC	P	O	O
1	002801SKCSD	1	qp8381wg2jw	Apple	17" Imac	PC	P	O	O

1	007183SRHSD W87245CXVUV	Apple	20" Imac	PC	P	O
1	002828SRCSD qp83109v2jw	Apple	17" Imac	PC	P	O
1	007188SRHSD W87290BZVUV	Apple	20" Imac	PC	P	O
1	007168SRHSD W872431LVUV	Apple	20" Imac	PC	P	O
1	007184SRHSD W87292TMVUV	Apple	20" Imac	PC	P	O
1	007178SRHSD W872118WVUV	Apple	20" Imac	PC	P	O
1	002829SRCSD QP8381WB6JW	Apple	17" Imac	PC	P	O
1	007433SRHSD QP8200CWWH4	Apple	17" Imac	PC	P	O
1	007181SRHSD W872035GVUV	Apple	20" Imac	PC	P	O
1	007169SRHSD W8730380VUV	Apple	20" Imac	PC	P	O
1	002799SRCSD QP8381NX2JW	Apple	17" Imac	PC	P	O
1	007189SRHSD W872022ZVUV	Apple	20" Imac	PC	P	O
1	007185SRHSD W872921TVUV	Apple	20" Imac	PC	P	O
1	007182SRHSD 0019E344CA3E	Apple	20" Imac	PC	P	O
1	007187SRHSD W87245WBVUV	Apple	20" Imac	PC	P	O
1	007369SRHSD QP8210M8WH4	Apple	17" Imac	PC	P	O
1	006924SRHSD W87151Q0WRQ	Apple	17" Imac	PC	P	O
1	008028SRHSD QP6321X2W9E	Apple	17" Imac	PC	P	O
1	006935SRHSD W87150F2WRQ	Apple	17" Imac	PC	P	O
1	007378SRHSD QP8221D1WH4	Apple	17" Imac	PC	P	O
1	006937SRHSD W87150K6WRQ	Apple	17" Imac	PC	P	O
1	007237SRHSD QP6321Q5W9E	Apple	17" Imac	PC	P	O
1	007256SRHSD QP6321NXW9E	Apple	17" Imac	PC	P	O
1	007364SRHSD qp8221ajwh4	Apple	17" Imac	PC	P	O
1	007434SRHSD QP820038WH4	Apple	17" Imac	PC	P	O
1	007680SRHSD QP6322DHW9E	Apple	17" Imac	PC	P	O
1	007363SRHSD QP82219BWH4	Apple	17" Imac	PC	P	O
1	007372SRHSD QP8221AVWH4	Apple	17" Imac	PC	P	O
1	007380SRHSD QP8221AWWH4	Apple	17" Imac	PC	P	O
1	006926SRHSD W87151KHWRQ	Apple	17" Imac	PC	P	O
1	007382SRHSD qp8221a3wh4	Apple	17" Imac	PC	P	O
1	007379SRHSD QP8221A2WH4	Apple	17" Imac	PC	P	O
1	006951SRHSD W87151KSWRQ	Apple	17" Imac	PC	P	O
1	007381SRHSD QP8221AZWH4	Apple	17" Imac	PC	P	O
1	007243SRHSD QP6322DQW9E	Apple	17" Imac	PC	P	O
1	007370SRHSD qp8221cnwh4	Apple	17" Imac	PC	P	O
1	006952SRHSD W871514WWRQ	Apple	17" Imac	PC	P	O
1	007368SRHSD qp82219vwh4	Apple	17" Imac	PC	P	O
1	007365SRHSD qp82216wh4	Apple	17" Imac	PC	P	O
1	007367SRHSD QP822190WH4	Apple	17" Imac	PC	P	O
1	007254SRHSD QP6321WVW9E	Apple	17" Imac	PC	P	O

1 007371SRHSD QP8221A1WH4 Apple 17" Imac PC P O