

To: District Business Office School: Glennwood Approved By: _____Date: 6/16

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 DECLARATIONS 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	1323	UUC3192	HP Laserjet 4050	Printer	P	O		
1	4172	U6144455	Brother S250	Printer	P	O		
1	3547	98437446	Apple eMac	Computer	P	O		
1	4564	W87122A	iMac - Apple	Computer	P	O		
1	7193	MX111658	HP	Computer	P	N		
1	6403	Q8842N4762	iMac Apple	Computer	P	N		

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 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.

Original - District Office; 1st Copy - District Maintenance; 2nd Copy - Originating Site

BUS: InvCntr189