

## MOVING AND REPLACING FURNITURE/EQUIPMENT INVENTORY CONTROL

School: Terra Linda By: Thomson, Dan Date: 3/24/16

\_\_\_\_ 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.

Requisition #: \_\_\_\_\_  
Purchase Order #: \_\_\_\_\_ (Completed by District)

[illegible]

**If More Items to List, Please Attach a List of the Items in the Above Format**

Date Removed From Inventory

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.**