

SAN RAFAEL CITY SCHOOL

SURPLUS OF BOOKS
INVENTORY CONTROL

To: District Business Office School: San Valley Approved By: [Signature] Date: 11/24/14

NEW PURCHASES:		TRANSFERS:	
Replaces Old.	Site will keep and use Old.	Move From:	
Replaces Old.	Declare Old Excess and Delete from Inventory.	To:	
Replaces Old	Move Old to		
PURCHASE ORDER INFORMATION		EXCESS:	
Purchase Order #:	(Completed by District)	Declare Excess and Delete From Inventory	

ORIGINATOR COMPLETE THE FOLLOWING FOR MOVES, EXCESS DECLARATIONS AND

Quantity	Grade Level	ISBN Number	Title (example: H/M Science)	Condition Good = G Fair = F Poor = P	Reason Obsolete = O Unrepairable = N Stolen = S	District Use Only Excess Inventory Number	Estimated Value
11			SRCS Barcode	P	O		
			1455, 1546, 1540,				
			1468, 1530, 1509,				
			1522, 1465, 1514				
2			Computer Monitors	P	O		
			Apple				

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 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.

MOVING AND REPLACING FURNITURE/EQUIPMENT

To: District Business Office

School: Terra Linda HS

Date: 11/25/14

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.

PURCHASE ORDER INFORMATION:

Requisition #: _____

Purchase Order #: _____ (Completed by District)

ORIGINATOR COMPLETE THE FOLLOWING FOR MOVES, EXCESS DECLARATION AND DELETIONS:

[illegible]

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 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.