

SAN RAFAEL CITY SCHOOLS

MOVING AND REPLACING FURNITURE/EQUIPMENT  
INVENTORY CONTROL

To: District Business Office

School: TL FOOD SERVICE By: RITA KESLER Date: 1/4/15

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	0079915	RH5D	TOASTMASTER	warmer unit		O		
1	0013185	2H5D	TOASTMASTER	warmer unit		O		
1	51515	N/A	N/A	coffeemaker		O		
1	04669	N/A	N/A	Mixer		O		
1	35643	N/A	N/A	DEEP Fryer		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.

**SAN RAFAEL CITY SCHOOL**

**SURPLUS OF BOOKS**

**INVENTORY CONTROL**

To: District Business Office School: SanValley Approved By: Julie Harris Date: Jan 2015

<b>NEW PURCHASES:</b>		<b>TRANSFERS:</b>	
Replaces Old.	Site will keep and use Old.	Move From:	<u>SanValley Library</u>
→ Replaces Old.	Declare Old Excess and Delete from Inventory.	To:	
Replaces Old	Move Old to		
<b>PURCHASE ORDER INFORMATION</b>		<b>EXCESS:</b>	
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
1		006336	SRCSD	F			
1		003807	"				
1		003806	"				
1		003810	"				
1		006335	"				
1		006886	"				
1		003793	"				
1		003685	"				
1		006538	"				
1		008169	"				

**DO NOT WRITE BELOW THIS LINE**

<b>District Office</b>	<b>Date Declared Excess By Board</b>	<b>Date Removed From Inventory/By</b>
<b>Date:</b>	<b>Stored By:</b>	<b>Stored At:</b>
<b>By:</b>	<b>Date:</b>	<b>Bldg/Rm #:</b>

Director of Maintenance and Operators will schedule pickup. Only items that are listed on forms approved by District Office will be picked up.

	A	B	C	D
1	Brand	Model	Serial Number	Asset Tag
2	Apple	eMac A1002	YM6160WNSCF	006336SRCSD
3	Apple	eMac A1002	YM335C0TNM0	003807SRCSD
4	Apple	eMac A1002	G845152HQJB	003806SRCSD
5	Apple	eMac A1002	G83363D1NM0	003810SRCSD
6	Apple	eMac A1002	YM6160AKSCF	006335SRCSD
7	Apple	eMac A1002	G83363CWNM0	003686SRCSD
8	Apple	eMac A1002	G84515Q8QJB	003793SRCSD
9	Apple	eMac A1002	G85169LCQJB	003685SRCSD
10	Apple	iMac 17"	W874308FWRQ	006538SRCSD
11	HP	DC7600	2UA63018SB	008169SRHSD

## SURPLUS OF BOOKS

## INVENTORY CONTROL

**School:** Sun Valley

**Approved By:**

Date: 7/15

### 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

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

**ORIGINATOR COMPLETE THE FOLLOWING FOR MOVES, EXCESS DECLARATIONS AND**

Quantity	Grade Level	ISBN Number	Title (example: H/M Science)	Condition	Reason	District Use Only	
				Good = G Fair = F Poor = P	Obsolete = O Unrepairable = N Stolen = S	Excess Inventory Number	Estimated Value
1	1	0037855RCS0	Apple Computer	P	O		
1	1	0037995RCS0	Apple Computer	P	O		
1	1	0038205RCS0	Apple Computer	P	O		

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District Office

Date Declared Excess By Board

Date Removed From Inventory/By

Date: \_\_\_\_\_

**Stored By:**

**Stored At:**

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.**

SAN RAFAEL CITY SCHOOL

SURPLUS OF BOOKS  
INVENTORY CONTROL

To: District Business Office School: Sun Valley

Approved By: Jake Harris

Date: 1/12/15

<b>NEW PURCHASES:</b>		<b>TRANSFERS:</b>	
Replaces Old.	Site will keep and use Old.	Move From:	<u>Ashley Davis, Rm. 21</u>
Replaces Old.	Declare Old Excess and Delete from Inventory.	To:	
Replaces Old	Move Old to		
<b>PURCHASE ORDER INFORMATION</b>		<b>EXCESS:</b>	
		Declare Excess and Delete	
Purchase Order #:	(Completed by District)	From Inventory	

ORIGINATOR COMPLETE THE FOLLOWING FOR MOVES, EXCESS DECLARATIONS AND

Quantity	Grade Level	CD mp. # <u>ISBN Number</u>	Title (example: H/M Science)	Condition		Reason Obsolete = 0 Unrepairable = N Stolen = S	District Use Only Excess Inventory Number	Estimated Value
				Good = G Fair = F Poor = P				
1	5	003753SRCSD	emac computer	P		0		
1	5	003752SRCSD	emac computer	P		0		
1	5	003751SRCSD	emac comp.	P		0		
1	5	003750SRCSD	emac computer	P		0		
1	5	004802SRCSD	laptop	P		0		

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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.



**SAN RAFAEL CITY SCHOOL**

To: District Business Office      School: Jun Valley      Approved By: \_\_\_\_\_

**Date:**

5/21/11

**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

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

**ORIGINATOR COMPLETE THE FOLLOWING FOR MOVES, EXCESS DECLARATIONS AND**

Computers Quantity	Grade Level	ISBN Number Version 10.5.8	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
1	5th	0037903RCSD	SV-20-03790 (2)	P	O		
1	5th	0037573RCSD	SV-20-03757	P	O		
1	5th	0037563RCSD	SV-20-03756 (2)	P	O		
1	5th	0038193RCSD	SV-20-03819	P	O		

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District Office

Date Declared Excess By Board

Date Removed From Inventory/By \_\_\_\_\_

Date:

**Stored By:**

**Stored At:**

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.

## SURPLUS OF BOOKS INVENTORY CONTROL

Date: 1-8-15

Replaces Old	Move Old to	School for use.
1	2	3
4	5	6
7	8	9
10	11	12
13	14	15
16	17	18
19	20	21
22	23	24
25	26	27
28	29	30
31	32	33
34	35	36
37	38	39
40	41	42
43	44	45
46	47	48
49	50	51
52	53	54
55	56	57
58	59	60
61	62	63
64	65	66
67	68	69
70	71	72
73	74	75
76	77	78
79	80	81
82	83	84
85	86	87
88	89	90
91	92	93
94	95	96
97	98	99
100	101	102
103	104	105
106	107	108
109	110	111
112	113	114
115	116	117
118	119	120
121	122	123
124	125	126
127	128	129
130	131	132
133	134	135
136	137	138
139	140	141
142	143	144
145	146	147
148	149	150
151	152	153
154	155	156
157	158	159
160	161	162
163	164	165
166	167	168
169	170	171
172	173	174
175	176	177
178	179	180
181	182	183
184	185	186
187	188	189
190	191	192
193	194	195
196	197	198
199	200	201
202	203	204
205	206	207
208	209	210
211	212	213
214	215	216
217	218	219
220	221	222
223	224	225
226	227	228
229	230	231
232	233	234
235	236	237
238	239	240
241	242	243
244	245	246
247	248	249
250	251	252
253	254	255
256	257	258
259	260	261
262	263	264
265	266	267
268	269	270
271	272	273
274	275	276
277	278	279
280	281	282
283	284	285
286	287	288
289	290	291
292	293	294
295	296	297
298	299	300
301	302	303
304	305	306
307	308	309
310	311	312
313	314	315
316	317	318
319	320	321
322	323	324
325	326	327
328	329	330
331	332	333
334	335	336
337	338	339
340	341	342
343	344	345
346	347	348
349	350	351
352	353	354
355	356	357
358	359	360
361	362	363
364	365	366
3		

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

**ORIGINATOR COMPLETE THE FOLLOWING FOR MOVES, EXCESS DECLARATIONS AND**

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

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.

**SAN RAFAEL CITY SCHOOL**      **SURPLUS OF BOOKS**      **JULIE HARRISON INVENTORY CONTROL**

To: District Business Office      School: SV, Room 11      Approved By: Julie Harrison      Date: 1/8/14

<b>NEW PURCHASES:</b>		<b>TRANSFERS:</b>	
Replaces Old.      Site will keep and use Old.	Move From: <u>Julie Harrison room 11</u>		
Replaces Old.      Declare Old Excess and Delete from Inventory.	To:		
Replaces Old.      Move Old to      School for use.			
<b>PURCHASE ORDER INFORMATION</b>		<b>EXCESS:</b>	
		Declare Excess and Delete	
Purchase Order #:      (Completed by District)		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			District Use Only Excess Inventory Number	Estimated Value
					Obsolete = 0	Unrepairable = N	Stolen = S		
1	2	SV-11-03815	eMac 003815SRCSD	P			0		
1	2	SV-11-03812	eMac 003812SRCSD	P			0		
1	2	SV-11-06329	eMac 006329SRCSD	P			0		
1	2	Brother Printer HL-1450	001518 SRCSD	P			0		

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<b>Date:</b>	<u>Stored By:</u>	<u>Stored At:</u>
<b>By:</b>	<u>Date:</u>	<u>Bldg/Rm #:</u>

Director of Maintenance and Operators will schedule pickup. Only items that are listed on forms approved by District Office will be picked up.



**SURPLUS OF BOOKS  
INVENTORY CONTROL**

**Approved By:**

Replaces Old      Move Old to      School for use.

## PURCHASE ORDER INFORMATION

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

**ORIGINATOR COMPLETE THE FOLLOWING FOR MOVES, EXCESS DECLARATIONS AND**

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Date Removed From Inventory/By

**Stored At:**

Bldg/Rm #:

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## SURPLUS OF BOOKS INVENTORY CONTROL

Date:

(Completed by District)

District Use Only	Excess Inventory Number	Estimated Value
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**If More Items to List. Please Attach a List of the Items in the Above Format**

Bldg/Run #:

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