

SURPLUS OF BOOKS INVENTORY CONTROL

4-1-15

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

Bldg/Rm #:

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

SURPLUS OF BOOKS INVENTORY CONTROL

INVENTORY CONTROL

Approved By: Julie Harris

NAME: Jake Harris Date: 3/3/15

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:					
		Declare Excess and Delete					
Purchase Order #:		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		64214 8030	Aver Media				
		SPCS 6059	Aver Vision 300 AF + Document Camera				

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

District Office	Date Declared Excess By Board	Date Removed From Inventory/By

Date: _____ Bldg/Rm #: _____

Original - District Office: 1st Conv - District Maintenance: 2nd Conv - Originating Site

BUS:InvCntr189

To: District Business Office School: 2014-2015 Approved By: [Signature] Date: FROM Kims office

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	4563	JX5F745399L	Epson	projector	P	O		
1	8298	JX5F745442L	Epson	projector	P	O		
1	08330	G18F641002L	Epson	projector	P	O		
1	8440	G18F640986L	Epson	projector	P	O		
1	0	F38G480678F	Epson	projector	P	O		
1	8350	K13F03306L	Epson	projector	P	O		
1	3566	F38G48067F	Epson	projector	P	O		
1	3558	F38G480674F	Epson	projector	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 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.

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

BUS: InvCntr189