

SAN RAFAEL CITY SCHOOL

SURPLUS OF EQUIPMENT

INVENTORY CONTROL

To: District Business Office School: Sun Valley

Approved By: Julie Harris

Date: 5/16/17

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	School for use.					
PURCHASE ORDER INFORMATION		EXCESS:					
Purchase Order #:		Declare Excess and Delete From Inventory					
ORIGINATOR COMPLETE THE FOLLOWING FOR MOVES, EXCESS DECLARATIONS AND							
Quantity	Grade Level	SRCS Barcode <del>ISBN</del> 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	5	006424SRCS	iMac		O		
1	5	006091SRCS	iMac		O		
1	5	006632SRCS	iMac		O		
1	3	4743	Epson Projector		O		
Please notify Sun Valley (ghostbook@srcs.org) when inventory has been approved as excess by the Board. Thank you. (See Grade in the office for pickup location).							
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.

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

DISTRICT OFFICE