

To: District Business Office School: San Pedro Approved By: _____ Date: _____

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	003433SRCS	G85124F60JB	Apple eMac	Desktop	P	O		
1	003374SRCS	G85124F60JB	Apple eMac	Desktop	P	O		
1	006523SRCS	G86ASOCJDP ⁴⁴³³	Apple eMac	Desktop	P	O		
1	n/A	U61444H7J22	Brother HL-5250dn	Printer	P	N		
1	006294SRCS	W87151QSW20	Apple iMac	Desktop	P	O		
1	n/A	U61444F7J	Brother HL-5250dn	Printer	P	N		
1	006592SRCS	ELPD9509A1D	Epson DC-10s	Doc Camera	P	N		
1	008058SRCS	ELPD961210D	Epson DC-10s	Doc Camera	P	O		
1	003485SRCS	G86ASOCJDP	Apple eMac	Desktop	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: _____
 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.

To: District Business Office School: San Pedro Approved By: _____ Date: _____

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PURCHASE ORDER INFORMATION:

Requisition #: _____

Purchase Order #: _____ (Completed by District)

TRANSFERS:

____ Move From: _____

To: _____

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 Excess Inventory Number	Use Only Estimated Value
1	003395SRCS	N/A	Apple eMac	Desktop	F	O		
1	006529SRCS	N/A	Apple iMac	Desktop	P	N		
1	006533SRCS	N/A	Apple eMac	Desktop	P	O		
1	008642SRCS	N/A	Apple eMac	Desktop	P	N		
1	008741SRCS	N/A	Apple eMac	Desktop	P	N		
1	008347SRCS	N/A	Apple eMac	Desktop	P	N		
1	003421SRCS	G8625069TDP	Apple eMac	Desktop	F	O		
1	008742SRCS	G871516AWRQ	Apple iMac	Desktop	P	N		
1	008641SRCS	G8625022TDP	Apple eMac	Desktop	P	O		

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Date: _____

Stored By: _____

Stored At: _____

By: _____

Date: _____

Bldg/Rm #: _____

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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	006564SRCS	W87151UJUR	Apple iMac	Desktop	F	O		
1	003472SRCS	G862500TDP	Apple eMac	Desktop	P	O		
1	003392SRCS	G85124MYAIB	Apple eMac	Desktop	P	O		
↑	006551SRCS	ELPD61208D	Epson DC-10s	Doc Camera	F	N		
1	006582SRCS	W87151GMYUR	Apple iMac	Desktop	F	O		
1	008016SRCS	UG1778D7113	Brother HL-4040D	Printer	F	N		
1	006296SRCS	W87151R2WRG	Apple iMac	Desktop	F	O		
1	003393SRCS	G8512672AUB	Apple iMac	Desktop	P	N		
1	008053SRCS	G862500XTDP	Apple iMac	Desktop	P	N		

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District Office

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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.

Date:

TRANSFERS:

Move From:

To:

EXCES:

Declare Excess and Delete

From Inventory

DELETIONS:

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

WHY THIS LINE

Date Declared Excess By Board

Date Removed From Inventory/By

Stored By:

Date:

Stored At:

B7dg/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 INVENTORY CONTROL

School: Coleman By: Marc Delores Date: 06/10/15

_____ Replaces Old. Site will keep and use Old.

Replaces Old. Move Old to _____ School for use.

Requisition #: _____

Purchase Order #: _____ (Completed by District)

[illegible]

District Office	Date Declared Excess by Board	Date Removed From Inventory

By: _____ Date: _____ Bldg/Rm #:

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

To: District Business Office School Glennwood Approved By: 6/11/15

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 DECLARATIONS AND DELETIONS:

Quantity	District Inventory Number	Serial Number	Manufacturer and Model Number	Type of Equipment	Condition Good = G Fair = F Poor = P	Reason		District Use Only Excess Inventory Number	Estimated Value
						Obsolete = O Unrepairable = N Stolen = S			
1	3574	58545735	eMac (eMac)	Computer	P	O			Rm 8
1	3622	58545735	eMac	Computer	P	O			Rm 8 - Kings Bldg
1	3570	58604235	eMac	"	P	O			Rm 5
1	8750	68437990	eMac	"	P	O			
1	3530	68437500	eMac	Computer	P	O			Rm 8
1	4568	68712290	iMac	Computer	P	O			
1	3630	68604235	eMac	Computer	P	O			
1	4556	68712290	iMac	Computer	P	O			

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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.

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

BUS: InvCntr189

To: District Business Office School: Glenwood Approved By: _____

Date: 6/11/15

NEW PURCHASES:

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- Replaces Old. Move Old to _____ School for use.

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Requisition #: _____
Purchase Order #: _____ (Completed by District)

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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	<i>Code missing</i>	<i>6860422688</i>	<i>eMac</i>	<i>Computer</i>	<i>P</i>	<i>O</i>		<i>Rm 16</i>
1	<i>3545</i>	<i>68439491628</i>	<i>eMac</i>	<i>Computer</i>	<i>P</i>	<i>O</i>		
1	<i>6352</i>	<i>68514325973</i>	<i>iBook G4</i>	<i>Laptop</i>	<i>P</i>	<i>O</i>		<i>Maribeth</i>
1	<i>6402</i>	<i>68381435468</i>	<i>Macbook</i>	<i>Laptop</i>	<i>P</i>	<i>O</i>		<i>Maribeth</i>
			<i>iMac</i>	<i>Computer</i>	<i>P</i>	<i>O</i>		<i>Maribeth</i>

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