



SAN RAFAEL CITY SCHOOL

SURPLUS OF BOOKS  
INVENTORY CONTROL

To: District Business Office School: SUN VALLEY Approved By: Julie Harris Date: 5/14/15

<b>NEW PURCHASES:</b>		<b>TRANSFERS:</b>	
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.		
<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		003801SARCS	EMAC	P	O		
1		003745SARCS	EMAC	P	O		
1		003747SARCS	EMAC	P	O		
1		003808SARCS	EMAC	P	O		
1		006093SARCS	WIMAC	P	O		
1		004677SARCS	WIMAC	P	O		
1		004672SARCS	WIMAC	P	O		
1		004681SARCS	WIMAC	P	O		
1		004682SARCS	WIMAC	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 Operators will schedule pickup Only items that are listed on forms approved by District Office will be picked up.

SAN RAFAEL CITY SCHOOLS

MOVING AND REPLACING FURNITURE/EQUIPMENT  
INVENTORY CONTROL

To: District Business Office School: Davidson By: Adam Singer Date: 8/14/15

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:

Requisition #: \_\_\_\_\_

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

TRANSFERS:

Move From: \_\_\_\_\_  
To: \_\_\_\_\_

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	005411	G2404726	Sanyo PLC-XW20	Projector	P	N		
1	008666	G28F731420L	Epson EMP-82	Projector	P	N		
1	008220	F386590605F	Epson EMP-81	Projector	P	N		
1	006175	G28F6X039L	Epson EMP-82	Projector	P	N		
1	008232	G28F6X594L	Epson EMP-82	Projector	P	N		

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.

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

Bus: InvCntrl 189

# MOVING AND REPLACING FURNITURE/EQUIPMENT INVENTORY CONTROL

By: Mary Bartels Date: 8/13/15

\_\_\_\_\_ Replaces Old. Site will keep and use Old.

X Replaces Old. Declare Old Excess and Delete from Inventory.

Replaces Old. Move Old to \_\_\_\_\_ School for use

Kyocera ECOSYS M2535dn

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

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

[illegible]

**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.**