SAN RAFAEL CITY SCHOOL

SURPLUS OF BOOKS
INVENTORY CONTROL

To: District Business Office **School:** Sun Valley **Approved By:** Julie Harris **Date:** 9/11/15

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 School for use.	
PURCHASE ODER INFORMATION	**EXCESS:** 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 Obsolete = 0 Unrepairable = N Stolen = S	District Use Only Excess Inventory Number	District Use Only Estimated Value
1		AverMedia 300AF+ 6059SRCSD	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/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

SAN RAFAEL CITY SCHOOLS

MOVING AND REPLACING FURNITURE/EQUIPMENT
INVENTORY CONTROL

Chronological
Pre-Numbered

To: District Business Office School: TL/DO 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	District Use Only Estimated Value
6			Various	Power Supply	P	N		

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District Office
Date: _____
By: _____

Date Declared Excess By Board _____
Stored By: _____
Date: _____

Date Removed From Inventory/By _____
Stored At: _____
Bldg/Rm #: _____

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APC	SMART-UPS 1400	Q5994321	UPS	01671hrhsd
HP	T1000 XR NA	YOKWJZR1	UPS	006110srhsd
COMPAQ	T1000	TT252690-	UPS	005230srcsd
APC	SMART-UPS 1400	AS003511:	UPS	003684srcsd
APC	SMART-UPS 1400	AS003311:	UPS	
APC	SMART-UPS 1500	AS090913(	UPS	

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TRANSFERS:

___ Move From: _____
To: _____

PURCHASE ORDER INFORMATION:

Requisition #: _____
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EXCESS:

X 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	District Use Only Estimated Value
20			Brother	Printer	P	N		
8			HP	Printer	P	N		
2			Xerox	Printer	P	N		

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Manufacturer/ Model	Serial #			Asset tag
Brother HL-5370DW	U62248F9J290020	PRINTER	broken	
Brother HL-5250DN	U61444M7J410080	PRINTER	broken	
Brother HL-5250DN	U61444A8J463107	PRINTER	broken	
Brother HL-5170DN	U60966L4J626395	PRINTER	broken	
HP P2015DN	CNBJP15038	PRINTER	broken	
HP 23000N	CNBGD72987	PRINTER	broken	
HP 2420DN	CNGKB86863	PRINTER	broken	
HP 2100TN	USGW016990	PRINTER	broken	
HP P2035N	CNB9X65449	PRINTER	broken	
Brother HL-5170DN	U61043E4J388675	PRINTER	broken	
Brother HL-5170DN	U60966J4J561219	PRINTER	broken	
Brother HL-5170DN	U60966J4J560923	PRINTER	broken	
Brother HL-5170DN	U60966A5J703031	PRINTER	broken	
Brother HL-5250DN	U61444M7J410031	PRINTER	broken	
Brother HL-5250DN	U61444G8J700454	PRINTER	broken	
Brother HL-5170DN	U60966D5J811606	PRINTER	broken	
Brother HL-5170DN	U60966D5J811645	PRINTER	broken	
Brother HL-5070N	U60565J3J408785	PRINTER	broken	
Brother HL-5170DN	U60966D5J811645	PRINTER	broken	
Brother HL-5170DN	U60966L4J26328	PRINTER	broken	
Brother HL-1250	U52583M9J372877	PRINTER	broken	1760
Brother HL-1450	U60067M1J481887	PRINTER	broken	
Brother HL-1450	U60067C2J651333	PRINTER	broken	
Brother hl-40c	U61778D7J130431	PRINTER	broken	008016SRCSD
HP	JPBCBBJ0BC	PRINTER	broken	
HP laserjet 8150	001109srhsd	PRINTER	broken	
HP laserjet 2430dtn	N/A	PRINTER	broken	
Xerox phaser 6180	CN050K 579177BE0000000347	PRINTER	broken	
Xerox phaser 6180	CN050K 579116CD0000000238	PRINTER	broken	
Brother hl-40c	u61778d7j132686	PRINTER	broken	

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EXCESS:

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36			Apple imac	Computer	P	N		
12			HP Desktop	Computer	P	N.		
25			HP laptop	Computer	P	N		
5			NEC, ELMO	Projector	P	N.		
10			Apple ibook	laptop	P	N		
3			Apple emac	computer	P	N		
2			Nutrakids	POS Machine	P	N		
3			Miscellaneous		P	N.		

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Manufacturer Model	Serial Number	Asset Tag
Apple iMac	w874303gwrq	004921srHSd
Apple iMac	W88151Q7HWRQ	007003HSRSD
Apple iMac	W87122AXVUX	N/A
Apple iMac	QP9141HJ2PN	003662SRHSD
HP 4000 PRO	MXL1221VXY	008426SRHSD
HP HP 7700	2UA6480D2C	004150SRHSD
HP 6710B	CNU7311ZW2	007660SRHSD
COMPAQ 6780	MXL7460CVJ	007145SRHSD
Apple iMac	W87151MEWRQ	007016SRHSD
NEC LT220	2900195NA	006283SRHSD
HP 6710B	CNU37380FSH	N/A
HP 6540B	CND0350H45	007789SRHSD
SMARTVIEW	P07092	007972SRHSD
Apple iMac	H095022J9TH	006716SRCSD
Apple iMac	W87151JMWRQ	006999SRHSD
Apple iMac	W87151JZWRQ	006992SRHSD
Apple iMac	W87151JNWRQ	007010SRHSD
HP DC7700	MXL7300P7Y	007073SRHSD
HP DC7800	MXL7480T22	09418SRHSD
ELMO	0000053	N/A
Apple	UV33618WMRR	003968SRCSD
Apple imac	g85256vascb	004043srhsd
HP 6000	mxl0491808	007524srcsd
HP 6000	mxl04420wk	008046srhsd
HP	mxl7460tz2	009418srhsd
HP dc700	mxl7300p7y	007073srshd
Apple ibook	UV32817JMRR	008276SRCSD
Apple ibook	4H6271YJU9E	008500SRCSD
Apple ibook	UV33718NMRR	003971SRCSD
Apple ibook	UV337094MRR	003969SRCSD
Apple ibook	UV3371AMMRR	003970SRCSD
Apple ibook g4	3k53bft77a	003003SRCSD
Apple ibook g4	lw4353x8qryc	006832SRCSD
HP 6710b laptop	CNU7311ZW2	007660SRHSD
HP 6710b laptop	CNU6062HHV	004053SRHSD
HP 6710b laptop	CNU6040Y37	004044SRHSD
HP 6710b laptop	CNU605271X	004051SRHSD
HP nx6110	2UA54604LR	N/A
HP 6710b laptop	CNU8341B9J	007496SRHSD
HP 6710b laptop	CNU8341B8Y	007427SRHSD
HP 6710b laptop	CNU75206WD	004924SRCSD
HP 6710b laptop	CNU7380SDG	007178SRCSD
HP 6710b laptop	CNU6291BTG	008661SRCSD
HP 6710b laptop	CNU6400X14	008200SRCSD
Apple ibook	4H6367NAU9C	N/A
Apple ibook	W8719YXBYA2	N/A

Apple ibook	UV22122ELQ2	N/A
Apple emac	g8524d27scb	N/A
Apple emac	g85493pmscf	003767srcsd
Apple emac	g8550055scf	003755srcsd
nec	n/a	006062SRHSD
HP 7700	MXL7140PQN	006850SRHSD
HP 7700	MXL7300QCJ	007068SRHSD
HP l1706	CNC621PX2H	
HP	W86210MQTJ1	004306SRCSD
HP	6QPC9P1	
Apple imac	W87121CTWRQ	004647SRCSD
Apple imac	W87291NRWRQ	002767SRCSD
Apple imac	QP8261632JW	007155SRHSD
Apple imac	W87151SEWRQ	006990SRHSD
Apple imac	W86480RAWRQ	004463SRCSD
Apple imac	QP82217KWH4	008026SRCSD
Apple imac	QP5130E9PNX	003617srcsd
Apple imac	w87120gvwrq	006012srcsd
Apple imac	w87291jswrq	002770srcsd
Apple imac	W87151MAWRQ	007000srhsd
Apple imac	W8715171WRQ	006987SRHSD
Apple imac	QP6322AEW9E	007245SRHSD
Apple imac	W87122ASVUX	004562SRCSD
Apple imac	W87151KGWRQ	007001SRHSD
Apple imac	W88390FU2JW	006422SRCSD
Apple imac	W871508QWRQ	004597SRCSD
Apple imac		007386SRHSD
Apple imac	W87151SLWRQ	006997SRHSD
Apple imac	W86490TWWRQ	004418SRCSD
Apple imac	W88390DT2JW	006421SRCSD
Apple imac	W871207NWRQ	004593SRCSD
HP 1940T	cnc726rqrp	
OPTIQUEST Q91B	qyj074701966	
HP L1906	cnc6011gy2	
HP 1940T	cnc726rqfg	
Apple imac	w864902uwrq	004401srcsd
Apple imac	qp8381wj2jw	002800srcsd
Apple imac	w871206swrq	004671srcsd
Apple imac	w87151shwrq	007015SRCSD
HP L1906	cnc725s85x	N/A
POS Machine	9000145270	006228SRHSD
POS Machine	not readable	006233SRHSD
APS Tech Line Switcher	21250256	001454SRHSD
JVC VHS player	102Q3873	001421SRHSD
HP NC6120 Laptop	CNU6291KS5	006065SRHSD
HP NC6120 Laptop	CNU7380SFH	no tag
AV Server	6.6197E+13	007992SRHSD

HP 6000 laptop	4QFCS61	no tag
HP 6000 laptop	4YYSF81	no tag