SAN RAFAEL CITY SCHOOL

SURPLUS OF BOOKS
INVENTORY CONTROL

To: District Business Office **School:** Sun Valley **Approved By:** Julie Harris **Date:** 10/7/15

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 S/N:	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	K	MS FF03235L	EPson projector	P	N (the projector is blurry)		

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:
By:

Date Declared Excess By Board

Stored By:
Date:

Date Removed From Inventory/By

Stored At:
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

To: District Business Office

School: Davidson By: Singer Date: 10/7/15

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:

X Declare Excess and Delete From Inventory

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

Quanity	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	UNREADABLE	U6006BFUJ174403	Brother HL-1470N	Laser Printer	P	N		
1	005447	U52583A0J148527	Brother HL-1250	Laser Prntr	P	N		
1	005781	CNBSH83887	HP Laserjet 1200	Laser Printer	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