

SAN RAFAEL CITY SCHOOLS

MOVING AND REPLACING FURNITURE/EQUIPMENT
INVENTORY CONTROL

To: District Business Office

School: Davidson By: Singer Date: 10/21/15

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 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	008143	573571	Elmo TI-02s	Doc Cam	P	N		
1	004511	U60767A7S197036	Brother HL-2700CN	Color Laser Printer	P	N		
1	005703	USQLOS1141	HP LaserJet 4050TN	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