

MOVING AND REPLACING FURNITURE/EQUIPMENT
INVENTORY CONTROL

To: District Business Office

School: Davidson By: Singer

Date: 10/21/15

<p>NEW PURCHASES:</p> <p>_____ Replaces Old. Site will keep and use Old.</p> <p>_____ Replaces Old. Declare Old Excess and Delete from Inventory.</p> <p>_____ Replaces Old. Move Old to _____ School for use.</p>	<p>TRANSFERS:</p> <p>_____ Move From: _____</p> <p>To: _____</p>
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<p>PURCHASE ORDER INFORMATION:</p> <p>Requisition #: _____</p> <p>Purchase Order #: _____ (Completed by District)</p>	<p>EXCESS:</p> <p><input checked="" type="checkbox"/> Declare Excess and Delete From Inventory</p>
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ORIGINATOR COMPLETE THE FOLLOWING FOR MOVES, EXCESS DECLARATION AND DELETIONS:

Quantity	District Inventory Number	Serial Number	Manufacturer and Model Number	Type of Equipment	Condition	Reason	District Use Only	Estimated Value
					Good = G Fair = F Poor = P	Obsolete = O Unrepairable = N Stolen = S	Excess Inventory Number	
1	008143	573571	Elmo II-02s	Doc Camer	P	N		
1	004511	U60767A7S197036	Brotus 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.