

**STOCKS ALL TRENDS
CAN RAFAEL CITY SCHOOLS**

Ta. District Business Office

School: Bahia Vista Approved By: _____

Approved By: _____

Date: 10/27/15

NEW PRODUCTS:

Re-use old site will keep and use old.

Declaring Old Excess and Delete from Inventory.

Move Old to
New Old to
School for use.

PURCHASE ORDER INFORMATION:

Requision f:

Requisition # _____
Purchase Order # _____
(Completed by District)

COMBINE THE EDITING MOVES. EXCESS DECLARATIONS AND DELETIONS:

[illegible]

If more items to list, please attach a list of the items in the above format.

DO NOT WASTE BEYOND THIS LINE

District Office

Date Declared Excess By Board

Date:

Stored By:

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Date: _____

Date Removed From Inventory/By

Stored At:

81 dg / 18 in

and Operations will schedule pickup. Only items that are listed on forms approved

Director of Maintenance and Operations
by District Office will be picked up.

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