

**SECURE THIS FORM TO THE ITEM BEING SUBMITTED AS SURPLUS EQUIPMENT.**

**ASSET TAG NO.** \_\_\_\_\_

# ORCUTT UNION SCHOOL DISTRICT

## Inventory Control

**Date** \_\_\_\_\_

**Prepared by** \_\_\_\_\_

**Site** \_\_\_\_\_

**Room** \_\_\_\_\_

**Brand** \_\_\_\_\_

**Model** \_\_\_\_\_

**Serial No.** \_\_\_\_\_

**Description** \_\_\_\_\_

**Add info.** \_\_\_\_\_

**TRANSACTION TYPE - C HECK ONE**

**SURPLUS      ACQUISITION      ADJUSTMENT      TRANSFER**

**New**

☐

**Used**

☐

**FOR TRANSFERS ONLY**

**Transfer from site**

**Transfer to site**

**Rec'd by** \_\_\_\_\_

**SITE/PROGRAM ADMINISTRATOR:** \_\_\_\_\_

REQUIRED FOR TRANSFER OR SURPLUS OF EQUIPMENT

**FOR DISTRICT OFFICE USE**

SOLD

DONATED

SURPLUS

ADDED TO    REMOVED FROM    INVENTORY ON \_\_\_\_\_ BY \_\_\_\_\_

**BOARD SURPLUS APP. DATE** \_\_\_\_\_

**SOLD/DONATED TO:** \_\_\_\_\_

**FUNDS DISPOSITION** \_\_\_\_\_