

**PALERMO UNION SCHOOL DISTRICT  
7390 BULLDOG WAY  
PALERMO, CA 95968-9700  
530-533-4842**

**MOVE INVENTORY FORM**

ITEM DESCRIPTION:	
DISTRICT INVENTORY NUMBER:	
SERIAL NUMBER:	
MODEL NUMBER:	
PLEASE MOVE <b><i>FROM</i></b> SITE/SCHOOL:	<b>ROOM:</b> <b>TEACHER:</b>
DATE OF REQUEST:	
PLEASE MOVE <b><i>TO</i></b> SITE/SCHOOL:	<b>ROOM:</b> <b>TEACHER:</b>
SUPERVISOR SIGNATURE:	DATE:
M & O SIGNATURE:	DATE:

**Once you've filled out this form...your supervisor needs to approve and sign it. If the supervisor approves the MOVE, the form then needs to go to Maintenance and Operations. Maintenance and Operations will move your items, sign the form and send to the District Office. If you have a broken item, please fill out the Request to Surplus form.**