

PALERMO UNION ELEMENTARY SCHOOL DISTRICT

7390 BULLDOG WAY
PALERMO, CA 95968-9700
530-533-4251

MOVE INVENTORY FORM

ITEM DESCRIPTION:	
DISTRICT INVENTORY NUMBER:	
SERIAL NUMBER:	
MODEL NUMBER:	
PLEASE MOVE	ROOM:
FROM SITE/SCHOOL:	TEACHER:
DATE OF REQUEST:	
PLEASE MOVE	ROOM:
TO SITE/SCHOOL:	TEACHER:
SUPERVISOR	DATE:
SIGNATURE:	
M&O SUPERVISOR	DATE:
SIGNATURE:	
<p>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 the Maintenance and Operations Director (M&O) for approval. Once approved, M&O will move your items, add notes and send to the District Office. If you have a broken item, please fill out the Request to Surplus form.</p>	

M&O Notes:

Date:

Note:

Signature:
