



Transaction Number \_\_\_\_\_

RICHMOND COUNTY  
BOARD OF EDUCATION  
PURCHASING AND INVENTORY CONTROL  
SURPLUS PROPERTY FORM

Date \_\_\_\_\_ 20 \_\_\_\_\_

TRANSFERRED FROM:		TRANSFERRED TO:	
Line Item	Quan.	Description Including Make, Model, Serial Number, Inventory Number	CODE G - Good F - Fair P - Poor A - Auction
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
<b>RELEASED BY:</b>  _____ SIGNATURE  _____ TITLE  _____ DATE		<b>RECEIVED BY:</b>  _____ SIGNATURE  _____ TITLE  _____ DATE	

White - Purchasing and Inventory Control

Yellow - School

Pink - Furniture Repair