

NOVATO UNIFIED SCHOOL DISTRICT

**DISPOSAL REQUEST: BOOKS / EQUIPMENT**

PROCESS: COMPLETE FORM → BUSINESS → BOARD MEETING → APPROVED COPY TO SITE → P/U WORK ORDER BY OFFICE MGR

A. SCHOOL SITE / DEPARTMENT: Hamilton

B. ITEM IDENTIFICATION: (if multiple books or items, please attach a complete list (word or excel))

QUANTITY	FULL DESCRIPTION (serial # if applicable)	NUSD #	ESTIMATED AGE	ESTIMATED VALUE
<del>37</del> 37	Prentice Hall Reading & Note taking Guide - Phys. Science	N/A	2008	\$
<del>49</del> 49	Prentice Hall Reading & Note taking Guide - Life Science	N/A	2008	\$
<del>32</del> 32	Prentice Hall Teacher manuals - Physics & Life Science	N/A	2008	\$
24	Prentice Hall Physical & Life Science DVDs			\$
				\$

C. LOCATION: (where item(s) can be picked up) H-1 Storage Closet/cabinets

D. CONDITION: (check one)  STILL USEABLE  NEEDS REPAIR  BEYOND REPAIR

E. REASON FOR REQUEST:

New Curriculum

F. RECOMMENDATION FOR DISPOSAL: (check one)

**BOOKS / INSTRUCTIONAL MATERIALS**

- RECYCLE (Damaged Materials Only)
- DONATE
  - ▼ Follett Educational Services
  - ▼ Academic Book Services
  - ▼ Novato Library
  - ▶ OTHER: \_\_\_\_\_

**EQUIPMENT**

- RECYCLE
- DISPOSE
- KEEP FOR PARTS
- DONATE (see below)
- SELL (see below)

G. INDIVIDUALS INTERESTED IN THE ABOVE EQUIPMENT:

NAME	EMAIL ADDRESS	PHONE

S. Hospodar  
Site Administrator / Department Head

9/14/14  
Date

**DISPOSE OF AS FOLLOWS:**

- RECYCLE  DISPOSE  SELL  KEEP FOR PARTS  DONATE: \_\_\_\_\_

Board Approval: \_\_\_\_\_