

# 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 - Physical & 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
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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

  
Site Administrator/ Department Head

9/14/14  
Date

### DISPOSE OF AS FOLLOWS:

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

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