

NOVATO UNIFIED SCHOOL DISTRICT

DISPOSAL REQUEST: BOOKS / EQUIPMENT

PROCESS: COMPLETE FORM → BUSINESS → BOARD MEETING → APPROVED COPY TO SITE → P/U ARRANGED BY MAINTENANCE

A. SCHOOL SITE / DIVISION: Hamilton

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

QUANTITY	" DESCRIPTION: COURSE OF STUDY, PUBLICATION DATE, MAKE, MODEL, SERIAL NUMBER, SPECIAL ACCESSORIES, ETC.	ESTIMATED AGE	ESTIMATED VALUE
7	Monocular Microscopes	24 years	\$ 140
4	Compound microscopes - plastic	10 years	\$ 80
15	Compound microscopes - metal T-1201 C Ken-a-Vision	10 years	\$ 1500
			\$

C. LOCATION: (where item(s) can be picked up) Room H-1

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

E. REASON FOR REQUEST:

New microscopes donated, old microscopes do not work

F. RECOMMENDATION FOR DISPOSAL: (check one)

BOOKS / INSTRUCTIONAL MATERIALS

☐ RECYCLE *(Damaged Materials Only)*

☒ DONATE *(Arranged by Warehouse)*

▼ Follett Educational Services

▼ Academic Book Services

▼ Novato Library

▶ OTHER: _____

EQUIPMENT

☐ RECYCLE

☐ DONATE *(see below)*

☐ SELL *(see below)*

☒ KEEP FOR PARTS

☐ DISPOSE

G. INDIVIDUALS WHO MAY HAVE INTEREST IN THE ABOVE EQUIPMENT:

NAME	ADDRESS	PHONE

Site Administrator / Department Head

Date

Director of Instruction – *approval required on instructional materials for disposal*

Date

DISPOSE OF AS FOLLOWS:

☐ DONATE: _____

☐ RECYCLE

☐ DISPOSE

☐ SELL

☐ KEEP FOR PARTS

Received by Business Services: _____

Date of Board Approval: _____