

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: _____