

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: Lynwood / FANS

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
1	Kyroca Mita KM 2030	2624	10 +/- yrs	\$ 0
				\$
				\$
				\$
				\$

C. LOCATION: (where item(s) can be picked up) _____

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

E. REASON FOR REQUEST:

costs more to repair then what it is worth.

F. RECOMMENDATION FOR DISPOSAL: (check one)

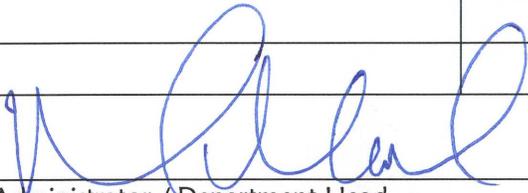
BOOKS / INSTRUCTIONAL MATERIALS

- 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

2/5/16

Date

DISPOSE OF AS FOLLOWS:

- RECYCLE DISPOSE SELL KEEP FOR PARTS DONATE: _____

Board Approval: _____