

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

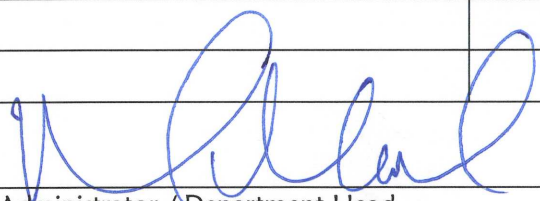
☒ DISPOSE

☐ 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: _____