

# 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

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	APC SMART VPS	009274	10 years old	\$ 0
1	DELL 330 OPLEX	007372	12 years old	\$ 0
				\$
				\$
				\$

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

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

E. REASON FOR REQUEST:

Equipment doesn't work
------------------------

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

Date June 12, 19

**DISPOSE OF AS FOLLOWS:**

☐ RECYCLE

☐ DISPOSE

☐ SELL

☐ KEEP FOR PARTS

☐ DONATE: \_\_\_\_\_

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

Send original to Business Services – approved copy will be sent to site (Office Mgr)

NUSD #600299 8.15

Return to Ann Dunkiesh 170