

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: San Marin / Science

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
	<u>See attached</u>			\$
	<u>Microscopes</u>			\$
				\$
				\$
				\$

C. LOCATION: (where item(s) can be picked up) San Marin 200 Bldg prep area center bench

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

E. REASON FOR REQUEST:

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

DISPOSE OF AS FOLLOWS:

RECYCLE DISPOSE SELL KEEP FOR PARTS DONATE: _____

Board Approval: _____

Disposal

microscope

05795
11836
11831
11841
11832
11842
11825
10222
11840
11830
10220
10212
06875
11843
11833
~~10144~~
10214
6873
10223
11845
10209
11827
11823
11835
10228
11824
11826
10226
11829
11828

Dissecting

11750
10202
10199
11746
10193
11255
10197
11756
10195

Microscope

11846
11847
10216
11837

Dissecting