

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: 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
	See attached			\$
				\$
	Microscopes			\$
				\$
				\$

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

[Signature]
 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

11826

11847

10216

11837

Dissecting