

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: District Office / Business Services & Print Shop

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 | TASKalfa 820 | | 10+ yrs | \$ 0 |
| 1 | TASKalfa 8001 | | 7+ yrs | \$ 0 |
| 1 | TASKalfa 8001 | | 7+ 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:

| |
|--|
| These are old machines that are no longer operable |
|--|

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

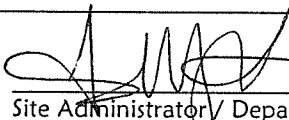
☐ KEEP FOR PARTS

☐ DONATE (see below)

☐ SELL (see below)

G. INDIVIDUALS INTERESTED IN THE ABOVE EQUIPMENT:

| NAME | EMAIL ADDRESS | PHONE |
|------|---------------|-------|
| | | |
| | | |


Site Administrator / Department Head

7/31/19
Date

DISPOSE OF AS FOLLOWS:

☐ RECYCLE ☐ DISPOSE ☐ SELL ☐ KEEP FOR PARTS ☐ DONATE: _____

Board Approval: _____