

NOVATO UNIFIED SCHOOL DISTRICT
DISPOSAL REQUEST: BOOKS / EQUIPMENT

PROCESS: COMPLETE FORM⇒ BUSINESS⇒ BOARD MEETING⇒ APPROVED FORM TO SITE⇒ P/U WORK ORDER BY OFFICE MGR

A. SCHOOL SITE / DEPARTMENT: San Ramon

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
3	boxes Reading Street			\$
				\$
				\$
				\$
				\$

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

D. **LOCATION** (where item(s) can be picked up):

A cluster counter near boys bathroom

E. **REASON FOR REQUEST:**

obsolete curriculum

F. **RECOMMENDATION FOR DISPOSAL:** (check one)

BOOKS / INSTRUCTIONAL MATERIALS

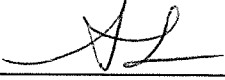
- ☐ DONATE: Per Process (see back)
 ▶ Global Book Exchange
 ▶ Library or Goodwill
☐ RECYCLE (*Damaged Materials*)

EQUIPMENT

- ☐ RECYCLE
☒ DISPOSE
☐ KEEP FOR PARTS
☐ DONATE (*see below*)

G. **INDIVIDUALS INTERESTED IN THE ABOVE EQUIPMENT:**

NAME	EMAIL ADDRESS	PHONE


Site Administrator / Department Head

6/27/19
Date

DISPOSE OF AS FOLLOWS:

☐ DONATE ☐ RECYCLE ☐ DISPOSE ☐ KEEP FOR PARTS

Board Approval: _____