

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: Hamilton

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
300	EF, F & some Non Fiction		20+	\$
	outdated library books.			\$
				\$
				\$
				\$

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

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

Outside Classroom H1

E. REASON FOR REQUEST:

Books have not been used in 10+ years.

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

Stephen Parnell  
 Site Administrator / Department Head

6/17/19  
 Date

**DISPOSE OF AS FOLLOWS:**

☐ DONATE ☐ RECYCLE ☐ DISPOSE ☐ KEEP FOR PARTS    Board Approval: \_\_\_\_\_

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QUANTITY	FULL DESCRIPTION (serial # if applicable)	NUSD #	ESTIMATED AGE	ESTIMATED VALUE
1	Reading Street Gr 4		5 yrs.	\$
5	Language Network TES		18 yrs.	\$
105	Foss Science Resources Gr 4		12 yrs.	\$
4	Foss Science Resources Gr 4 TES			\$
				\$

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

outside classroom H1

E. **REASON FOR REQUEST:**

old curriculum

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

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 Site Administrator / Department Head

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QUANTITY	FULL DESCRIPTION (serial # if applicable)	NUSD #	ESTIMATED AGE	ESTIMATED VALUE
30	Houghton Mifflin California Math		10 yrs	\$
53	The middle Ages		17 yrs	\$
30	Language Network		15 yrs	\$
31	The Language of Literature		17 yrs	\$
30	Fear Shakespeare - Muchado		15 yrs	\$

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QUANTITY	FULL DESCRIPTION (serial # if applicable)	NUSD #	ESTIMATED AGE	ESTIMATED VALUE
68	Language Network		18 yrs.	\$
18	History Alive The Ancient World		15 yrs	\$
34	The Language of Literature		17 yrs	\$
31	Gr 5 Science Resources		12 yrs.	\$
14	Language Readers		19 yrs.	\$

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5	Bridges to Literature		17 yrs.	\$
6	Harcourt Science		19 yrs.	\$
6	Merriam-Webster's 10th Dictionary		23 yrs.	\$
3	CA Earth Science		11 yrs.	\$
8	Assorted dictionaries		20+ yrs.	\$

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