

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: \_\_\_\_\_

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
				\$
				\$
				\$
				\$
				\$

C. LOCATION: (where item(s) can be picked up) \_\_\_\_\_

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

E. REASON FOR REQUEST:

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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: \_\_\_\_\_