

# 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:


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: \_\_\_\_\_